



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, January 21, 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 (**Page 1-4**)

4.2 District Recreation Supervisor Report Jennifer Saunders (**Page 5-7**)

4.3 District Business Manager Jamie Campione (**Page 8-9**)

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

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 District Services Awards (Page10)
- 6.2 Nomination of Kassie Hayes for CAPRI Outstanding District Employee Award **(Page11-12)**
- 6.3 SB707 Questions and answers, discussion
- 6.4 Fiscal Year 2025-2026 Mid-year Budget Review **(See supplemental packet)**
- 6.5 Discuss draft responses to the County's Local Coastal Program (LPC) recreation survey and approve comments for submittal to County
- 6.6 Review and approve amended contract for Interwest **(Page 13-27)**

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 Special and Regular Board Meeting Minutes 11/19/25 **(Page 28-31)**
- 7.2 Approval of District Services Committee Meeting Minutes 12/15/25 **(Page 32-33)**

8.0 ADJOURNMENT

The next MCRPD Regular Board of Directors Meeting will be held on March 3/18/25, at the MCRPD District Office, 100 N Main St. 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 – January 2026

The end of 2025 was a flurry of new boxing classes and Coast Youth Basketball events and coordination among many other fun tasks for MCRPD activities. We celebrated with the staff at a luncheon at MCRPD Studios on December 18. We enjoyed homemade chili and cornbread and many desserts! It was a nice time to sit down with instructors and staff who were able to come. Everyone was able to catch their breath as programming closed for two weeks. We certainly hit the ground running in January!

Accounting

The finance committee met on January 14 to review the draft of the mid-year budget review, P&L and California Class reserves. Staff, with input, from Rick Wood is recommending to the finance committee that the board **wait until August 2026 to review Fiscal Year 2025/2026 before making allocation decisions for California Class reserves.** Please see the current reserves page included in this staff report.

2024/2025 Audit

The CPA has not yet sent the audit report. The audit for 2024/2025 will be on the board meeting agenda on March 18.

The Sea Ranch Swim Lessons

Please see the attached letter written to The Sea Ranch Association (TSRA) on January 9. MCRPD has canceled the swimming lessons due to stated rules by the TSRA that inhibit the District from offsetting public costs for this program. MCRPD would like to thank our non-profit partners, Redwood Coast Recreation Center, Manchester Unified School District and the amazing swim staff that has made the program possible over many years.

LAFCo MSR Update

LAFCo sent the second draft of the MSR. MCRPD is reviewing the draft and it will be returned to LAFCo by January 23. We hope that the MSR will be completed this fiscal year, but it is hard to say if that will be the case.

Gualala Property near Bower Park

Unfortunately, the 13 acres that the District had hoped to acquire has been sold to a private party.

SB827

Ethics and Fiscal Finance Training is mandatory for all board members and staff. MCRPD board and staff will be taking the two-hour course through CSDA on March 4, 2026.

SB707

MCRPD Board and staff received training for SB707 (Updates to the Brown Act) on December 10, 2025. SB707 is an agenda item on this agenda so that we can make sure everyone is up to date and if there are any questions.



MCRPD Current Reserves 1/21/26

CA-01-0139-0001	General Fund	\$701.58	California CLASS
CA-01-0139-0003	Vehicle Reserve	\$47,155.24	California CLASS
CA-01-0139-0004	Technology Reserve	\$31,863.67	California CLASS
CA-01-0139-0005	Special Projects	\$7,427.94	California CLASS
CA-01-0139-0006	District Personnel	\$53,288.23	California CLASS
CA-01-0139-0007	Capital Reserve	\$130,000	California CLASS
CA-01-0139-0008	General Operating	\$50,076.91	California CLASS
CA-01-0139-0009	MCRPD Second Grade Swim Program	\$8,517.21	California CLASS
Columbia Savings		\$30,000	
TOTAL		\$359,030.78	



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

January 8, 2026

To Leo Maxam, Member Services Manager, The Sea Ranch Association (TSRA)

Re: Acknowledgement of TSRA Rules

Dear Leo,

Thank you for your email dated December 19, 2025, explaining TSRA rules regarding hosted recreational programs. We understand the TSRA rule, that "TSRA facilities may not be reserved for paid-use activities."

The purpose of this letter is to acknowledge receipt of your direction and our understanding. The Mendocino Coast Recreation and Park District have a fiduciary duty to protect public funds and relies on user fees to offset public costs for recreational programs. The California Constitution generally prohibits the use of public funds for private benefit. District compliance with TSRA prohibition of user fees to cover District costs would constitute an unlawful gift of public funds. Accordingly, the District cannot offer free youth swimming lessons at the Sea Ranch Association Pool.

While we are disappointed by the loss of access to Ohlson Pool to accommodate the popular and affordable youth swim lesson program, we will continue to explore other programs that provide Sea Ranch residents and visitors access to active recreational opportunities.

Best regards,

Kylie Felicich

Kylie Felicich

General Manager, Mendocino Coast Recreation and Park District

CC:

Menka Sethi, The Sea Ranch Association, Community Manager

Dave Shpak, Mendocino Coast Recreation and Park District, Chair

Monica Oropeza, Mendocino Coast Recreation and Park District, Recreation Coordinator



Jennifer Saunders – Recreation Supervisor

Staff Report – December 2025 & January 2026

Overview

December and January marked an exciting and highly successful period for Mendocino Coast Recreation & Park District programs. The launch of the Coast Youth Basketball League, combined with continued momentum in adult recreation offerings, demonstrated strong community engagement, dedicated volunteerism, and the district’s ongoing commitment to providing high-quality, inclusive recreation opportunities for all ages.

Coast Youth Basketball League

The Coast Youth Basketball League officially opened its season on January 10, 2026, with a very successful Opening Day event that welcomed approximately 200 athletes and their families. The energy in the gym reflected the strong demand for youth sports on the Mendocino Coast and the positive reputation of the program within the community. We are excited to have Point Arena this season added to our 6-8th grade coed division, the “Curry Division”. This is an awesome opportunity to connect communities through sport.

This season consists of 25 teams supported by 30 volunteer coaches, whose time, leadership, and dedication are the foundation of the league’s success. Coaches collectively contribute an estimated 120–150 volunteer hours per week through practices, games, and mentorship, resulting in a projected 1,000+ volunteer hours over the course of the season.

The league is proudly sponsored by the Junior NBA, providing athletes with high-quality NBA and WNBA-style uniforms that add a professional element and foster pride among participants. Games are officiated by professional REOA referees and scorekeepers, ensuring consistency, safety, and a high standard of play across all divisions.

All teams are scheduled for two practice time slots per week, allowing for skill development, teamwork, and structured progression throughout the season. Early-season attendance and retention have been excellent, with near-full participation across divisions and strong family engagement.

Women's Pickleball League

The Women's Pickleball League continues to grow and currently supports the hopes of 12 active participants. The league provides a positive balance of friendly competition, fitness, and social connection, and has become a consistent and well-received adult recreation offering.

Ping Pong Program

The Ping Pong program remains strong and consistent, with 8–12 participants per session, meeting once per week. The program continues to serve as an accessible recreational option that encourages regular participation and community connection.

Additional Programs & Upcoming Events

Whale Fest Pickleball Tournament

MCRPD will host a Saturday Pickleball Tournament on March 14, from 10:00 a.m. to 3:00 p.m. at Little River Inn as part of the community-wide Whale Fest celebration. This event provides an excellent opportunity to showcase pickleball to a broader audience, attract new participants, and engage both residents and visitors in an active, social, and welcoming environment. Hosting the tournament during Whale Fest strengthens community connections, supports local tourism, and highlights MCRPD's role in offering inclusive recreation opportunities tied to community traditions.

Badminton Program Development

Staff are actively working to identify an appropriate gym slot and schedule that will allow for increased participation among badminton enthusiasts. Demand for additional indoor court sports continues to grow, and efforts are underway to expand access and consistency for this program.

2026 Coed Softball League Planning

Planning is currently underway for the 2026 Coed Softball League, with staff finalizing dates, field schedules, and logistics. The league is scheduled to begin in May 2026, and locking in dates and times early will allow for strong promotion, team recruitment, and smooth league operations.

Closing

The December–January reporting period highlights the strength and diversity of MCRPD programs, driven by strong community participation, dedicated volunteers, and meaningful partnerships. The successful launch of the Coast Youth Basketball League, continued engagement in adult recreation programs, and upcoming events such as the Whale Fest Pickleball Tournament reflect the district’s mission to provide safe, fun, and collaborative recreation opportunities. We look forward to maintaining this momentum as the basketball season continues and as additional programs and leagues roll out throughout 2026.



**Jamie Campione – Business Manager
Staff Report – January 2026**

Gymnastics

Winter Gymnastics continues to be one of MCRPD’s highest-demand programs, with over 109 students registered for the January 2026 session.

Enrollment remains especially strong in the younger age groups, with many new students joining Tiny Tots and Kinder Gym.

The Baby & Me program continues to be well received, providing a supportive environment for infants and caregivers to explore movement together and serving as an important entry point into our gymnastics programs.

The KUDOS / Afterschool Gymnastics Program returned for the January–February session, serving 20 local kindergarten students who might not otherwise have access to gymnastics programming.

Dana Gray Afterschool Programming – Flockworks/KUDOS Partnership

MCRPD continues its strong collaboration with Flockworks/KUDOS to support afterschool enrichment at Dana Gray Elementary.

- Taekwondo at Dana Gray – Wednesdays
- Basketball Skills with Flockworks/KUDOS – Tuesdays & Thursdays
- Pickleball will take over Tuesdays & Thursdays in late February

These afterschool offerings deepen our reach into local schools and help ensure that youth across the community have access to structured, high-quality recreation.

MCRPD Studios – Dance, Martial Arts, Boxing & Rentals

MCRPD Studios continues to thrive as a multi-use community space supporting youth programs, adult fitness, and independent instructors.

Dance Programs

- Adult Dance has expanded to two classes, with approximately 10 regular students learning Waltz and Nightclub Two-Step. Students are preparing for the Valentine’s Social Dance at the Caspar Community Center on February 14, 6:00–8:00 PM, an all-ages community event where they can put their new skills into action.
- Creative Movement is now a solid and consistently attended class, welcoming 6 new participants and strengthening our early childhood programming pathway.
- Our Youth Dance class showcased the end of their session with the Fosse Dance Show on December 13 and 14 at Cotton Auditorium. The kids were amazing, and the community loved the show. Instructor Isabel is already brainstorming a new creative dance class to launch after Basketball Season. *Stay tuned!*

Martial Arts

Martial arts participation remains strong across disciplines.

- Adult Taekwondo gained two new students in January.
- Youth and Adult Brazilian Jiu-Jitsu and Taekwondo continue to have steady enrollment, strong engagement, and positive class culture.

Boxing & Cardio Kickboxing

Boxing and Cardio Kickboxing continues to be a successful addition to our studio schedule, offering high-energy adult fitness options and drawing consistent participation.

Skate Night & Party Rentals

Skate Night has returned following the holiday hiatus, and attendance is rebounding as families seek indoor recreation options during the winter months.

- Two Adult Skate Nights are scheduled—one in January and one in February—offering expanded options for adults.
- Staff are actively promoting Skate & Sport Party Rentals at the Old Gym. These continue to be popular as locals look for indoor spaces during colder weather.



Nomination: MCRPD Distinguished Service Award

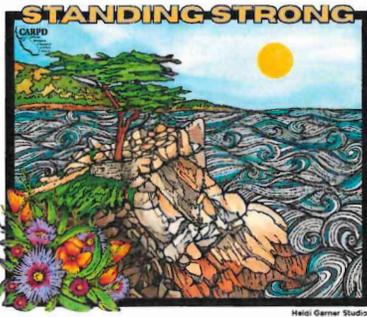
Each year, the Mendocino Coast Recreation and Park District proudly recognizes members of our community whose dedication, service, and support have made a meaningful impact on the District and the families we serve.

For 2025, the district would like to honor a group of exceptional individuals whose hard work, generosity, and commitment have brightened our programs and strengthened our community. These volunteers have consistently gone above and beyond in contributing their time, skills, and energy to support MCRPD's mission.

Staff recommend the following community members for recognition as recipients of the **2025 MCRPD Distinguished Public Service Award:**

- **Alisa Raudio – Summer Volleyball Camp**
- **Janet Sanchez - Summer Volleyball Camp**
- **Sonja Ivankay – Summer Volleyball Camp**
- **Alex Medina – MCRPD Studios – Martial Arts Program**
- **Kasey Hofer – Coast Youth Basketball and Flag Football**
- **Brian Plisko – Coast Youth Basketball**

Each of these individuals has demonstrated outstanding public service to the district, and their contributions have played an important role in the success of our recreation programs and community events.



2026 CARPD Conference AWARDS NOMINATIONS



For convenient and immediate processing, please go to caparkdistricts.org to submit electronically. Or complete the below form and return to CARPD. See you in Monterey!

District Name: Mendocino Coast Recreation & Park District

District Contact: Kylie Felicich Contact Email: kfelicich@mcrpd.us

NOMINATION

Nominee Name: Kassie Hayes

District Awards

- Outstanding New Facility: Honors excellence in design and planning of newly constructed public park facilities. Demonstrates high standards of quality, versatility, accessibility, and community involvement.
- Outstanding Renovated Facility: Honors excellence in design and planning of newly renovated public park facilities. Exhibits high standards of quality, versatility, accessibility, and community involvement.
- Environmental Excellence Award: Honors programming or planning that supports environmental sustainability in the operation and management of District facilities.
- Outstanding Activity/Program/Special Event: Honors outstanding and unique achievements in program planning, development, and implementation of a District activity or special event.
- Outstanding Innovation: Honors unique or groundbreaking recreation programs, park maintenance practices, or District operations.
- CARPD Community Landmark Award: Recognizes public park facilities that have served communities for 30 or more years. Honors those facilities that have been at the core of recreation and park activities for a diverse user base and provided a wide-range of experiences and activities to the community.

Individual Awards

- Outstanding District Employee: Any employee whose significant contributions have gone above and beyond in service of their District.
- Outstanding General Manager: Any General Manager or District Administrator whose significant contributions have gone above and beyond in service of their District.
- Outstanding Board Member: Any individual serving as Board Member for at least one term of office (4 years) whose significant contributions have benefitted their District.

Community Awards (Limit 1 per District - ALL Nominees Honored)

- Outstanding Community Organization/Partner: Honors any public or private club, special interest group, or public agency that has made a significant contribution to a District recreation or park program.
- Outstanding Volunteer: Honors any person who has provided outstanding participation, volunteer service, or other significant contributions to a District recreation or park program.

TO SUBMIT Nomination (Written submission no longer than 1 page & 1-2 photographs in support of your Nominee.) Submissions must be received by **April 3, 2026**. Districts may submit nominations in multiple categories. **To submit:** Online: www.caparkdistricts.org or Email this completed form, written submission, & photos to: awards@capri-jpa.org



Nomination for outstanding District Employee,

For more than 40 years, Kassie Hayes has been the heart and backbone of the Mendocino Coast Recreation & Park District’s Gymnastics program. Her dedication, passion, and tireless commitment have shaped not just a program, but generations of athletes, families, and community members.

Kassie has poured countless hours into building what is the District’s largest and most beloved programs. What began with just a dozen children has grown into a thriving program serving over 100 participants annually, thanks in no small part to her vision, consistency, and care. Thousands of kids on the Mendocino Coast have matriculated through Kassie’s Gym.

Her impact is truly multigenerational—Kassie has taught gymnastics to many of the parents of the children she now instructs, creating a rare and powerful continuity that speaks to her longevity and influence within our community. Three of Kassie’s former students have been MCRPD Instructors!

Beyond her role as an employee, Kassie (along with her husband) Bill Hayes have continually gone above and beyond, volunteering time, skills, and expertise to improve both the program and the facilities. She has helped move, rebuild, and improve our gymnastics studio at least six times over the years—always adapting, always improving, and always putting the kids first.

Kassie is more than an instructor. She is a mentor, a leader, and an inspiration. Her love for gymnastics and for this community is felt by everyone who walks through our doors. She is deeply respected, widely loved, and absolutely irreplaceable.

We are incredibly grateful for Kassie Hayes and the legacy she continues to build at MCRPD.



**FIRST AMENDMENT OF
PROFESSIONAL SERVICES AGREEMENT
BETWEEN MENDOCINO COAST RECREATION AND PARK DISTRICT (MCRPD)
AND INTERWEST CONSULTING GROUP, INC**

THIS FIRST AMENDMENT OF PROFESSIONAL SERVICES AGREEMENT is made effective as of the date of the last signature below by and between MCRPD, (Client) and Interwest Consultant Group, Inc., a wholly owned subsidiary of SAFEbuilt, LLC, (Consultant). Client and Consultant shall be jointly referred to as the "Parties".

RECITALS AND REPRESENTATIONS

WHEREAS, Parties entered into a Professional Services Agreement (Agreement), by which both Parties established the terms and conditions for service delivery on November 15, 2024; and

WHEREAS, pursuant to Section 2., changes to services shall that are mutually agreed upon between Parties shall be made in writing as a signed and fully executed amendment to the Agreement; and

WHEREAS, Parties hereto now desire to amend the Agreement as set forth herein.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, and other good and valuable consideration, the receipt and adequacy of which are acknowledged, the Parties agree as follows:

1. The above recitals are acknowledged as true and correct and are incorporated herein.
2. Section 5, Term of the Agreement is hereby amended and restated in its entirety to extend the term for a period of one year, commencing on December 16, 2025, and expiring on December 15, 2026.
3. All other conditions and terms of the original Agreement not specifically amended herein, shall remain in full force and effect.

IN WITNESS HEREOF, the undersigned have caused this Amendment to be executed in their respective names on the dates hereinafter enumerated.

Interwest Consulting Gorup, Inc

MCRDP

By: _____

By: _____

Name: Eric Pendley

Name: _____

Title: VP of Operations

Title: _____

Date: _____

Date: _____

**PROFESSIONAL SERVICES AGREEMENT
BETWEEN MENDOCINO COAST RECREATION AND PARK DISTRICT (MCRPD)
AND INTERWEST CONSULTING GROUP, INC**

This Professional Services Agreement ("Agreement"), is entered into by and between MCRPD, ("Client") and Interwest Consulting Group, Inc, a wholly owned subsidiary of SAFEbuilt, LLC ("Consultant"). Client and Consultant shall be jointly referred to as the "Parties".

RECITALS

WHEREAS, Client is seeking a consultant to perform services listed in Exhibit A – List of Services and Fee Schedule, ("Services");

WHEREAS, Consultant is ready, willing, and able to perform Services.

NOW THEREFORE, for good and valuable consideration, the sufficiency of which is hereby acknowledged, Client and Consultant agree as follows:

1. SCOPE OF SERVICES

Consultant will provide "Services" to Client using qualified professionals. Consultant will perform work at a level of competency in accordance with industry standards. Consultant is not obligated to perform services beyond what is contemplated by this Agreement.

Consultant will provide a proposed budget (including total hours/cost) to Client for approval in writing before undertaking any compensated work under this Agreement. For example, if Consultant identifies a potential grant opportunity for Client, it will advise Client how much Consultant would charge to prepare an application for the grant and would proceed with that work only with prior written approval from Client. Consultant will not exceed the approved budget for any authorized work without prior written approval from Client.

2. CHANGES TO SCOPE OF SERVICES

Any changes to Services that are mutually agreed upon between Client and Consultant shall be made in writing which shall specifically designate any changes in compensation for such modified services and be made as a signed and fully executed amendment to the Agreement. No changes shall be binding absent a written Agreement or Agreement amendment executed by both Parties.

3. FEE STRUCTURE

In consideration of Consultant providing services, Client shall pay Consultant for Services performed in accordance with Exhibit A – List of Services and Fee Schedule.

4. INVOICE & PAYMENT STRUCTURE

Consultant will invoice Client monthly and provide all necessary supporting documentation. All payments are due to Consultant within thirty (30) days of invoice date. Payments owed to Consultant but not made within sixty (60) days of invoice date shall bear simple interest at the rate of one and one-half percent (1.5%) per month. If payment is not received within ninety (90) days of invoice date, Services will be discontinued until all invoices and interest are paid in full.

Client may request additional information before accepting the invoice. When additional information is requested Client will identify specific item(s) in dispute and give specific reasons for any request. Undisputed portions of any invoice shall be due within thirty (30) days of Consultants invoice date, if additional information is requested, Client will submit payment within thirty (30) days of resolution of the dispute.

5. TERM

This Agreement shall be effective on the date it is fully executed by both Parties and shall remain in effect through the latter of (i) sixty (60) days after project completion (as defined in Exhibit A attached hereto) and (ii) Consultant's receipt of final payment for Service.

6. TERMINATION

Either party may terminate this Agreement upon ten (10) days written notice, with or without cause. In case of such termination, Consultant shall receive payment for work completed up to and including the date of termination within fifteen (15) days of the termination. Upon receipt of notice of termination, Consultant shall discontinue all services and work in connection with the performance of this Agreement and shall deliver to Client, in electronic and/or other formats all finished and unfinished documents and work product prepared by Consultant under this Agreement. Consultant shall not be responsible or liable in any manner for Client's use of unfinished work product or documents.

7. CLIENT OBLIGATIONS

Client shall timely provide all data information, plans, specifications and other documentation required by Consultant to perform Services at no cost to Consultant, in a timely manner.

8. PERFORMANCE STANDARDS

Consultant shall perform the Services using that degree of care, skill, and professionalism ordinarily exercised under similar circumstances by members of the same profession practicing or performing the substantially same or similar services. Consultant represents to Client that Consultant retains employees that possess the skills, knowledge, and abilities to competently, timely, and professionally perform Services in accordance with this Agreement. Client's sole remedy and Consultant's sole obligation in the event of failure to perform Services in accordance with the terms of this Section shall be re-performance of the services by Consultant.

9. LIMITS OF LIABILITY

EXCEPT WITH RESPECT TO PAYMENT OBLIGATIONS FOR SERVICES, IN NO EVENT SHALL THE LIABILITY OF CLIENT OR CONSULTANT UNDER THIS AGREEMENT FROM ANY CAUSE OF ACTION WHATSOEVER (REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT OR UNDER ANY OTHER LEGAL THEORY, AND WHETHER ARISING BY NEGLIGENCE, INTENTIONAL CONDUCT, OR OTHERWISE) EXCEED THE GREATER OF THE AMOUNT OF FEES PAID TO CONSULTANT PURSUANT TO THIS AGREEMENT OR THE AVAILABLE LIMITS OF CONSULTANTS MINIMUM REQUIRED INSURANCE LIMITS SPECIFIED IN THIS AGREEMENT (SUCH LIMITS DEFINE MUNICIPAL MAXIMUM LIABILITY TO THE SAME EXTENT AS IF CLIENT HAD BEEN OBLIGATED TO PURCHASE THE POLICIES).

10. ASSIGNMENT AND SUBCONTRACT

Neither party shall assign all or part of its rights or obligations under this Agreement to another entity without the written approval of both Parties; consent shall not be unreasonably withheld. Notwithstanding the preceding, Consultant may assign this Agreement in connection with the sale of all or substantially all of its assets or ownership interest, effective upon notice to Client, and may assign this Agreement to its parent, subsidiaries or sister companies (Affiliates) without notice to Client. Consultant may subcontract any or all of the services to its Affiliates without notice to Client. Consultant may subcontract any or all of the services to other third parties provided that Consultant gives Client prior written notice of the persons or entities with which Consultant has subcontracted. Consultant remains responsible for any Affiliate's or subcontractor's performance or failure to perform. Affiliates and subcontractors will be subject to the same performance criteria expected of Consultant. Performance clauses will be included in agreements with all subcontractors to assure quality levels and agreed upon schedules are met.

11. INSURANCE

- A. Consultant shall procure and maintain and shall cause any subcontractor of Consultant to procure and maintain, the minimum insurance coverages listed below throughout the term of this Agreement. Such coverages shall be procured and maintained with forms and insurers acceptable

- to Client. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.
- B. Worker's compensation insurance to cover obligations imposed by applicable law for any employee engaged in the performance of work under this Agreement, and Employer's Liability insurance with minimum limits of one million dollars (\$1,000,000) bodily injury each accident, one million dollars (\$1,000,000) bodily injury by disease – policy limit, and one million dollars (\$1,000,000) bodily injury by disease – each employee.
 - C. Commercial general liability insurance with minimum combined single limits of one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) general aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage, personal injury (including coverage for contractual and employee acts), blanket contractual, independent Consultant's, products, and completed operations. The policy shall contain a severability of interest provision and shall be endorsed to include Client and Client's officers, employees, and consultants as additional insureds. No additional insured endorsement shall contain any exclusion for bodily injury or property damage arising from completed operations.
 - D. Professional liability insurance with minimum limits of one million dollars (\$1,000,000) each claim and two million dollars (\$2,000,000) general aggregate.
 - E. Vehicle liability insurance with a minimum combined single limit of one million dollars (\$1,000,000) for bodily injury and property damage.
 - F. Client shall be named as an additional insured on Consultant's insurance coverage
 - G. Upon request, Consultant shall submit certificates of insurance to Client.

12. INDEPENDENT CONTRACTOR & THIRD PARTY RELIANCE

Consultant is an independent contractor, and neither Consultant, nor any employee or agent thereof, shall be deemed for any reason to be an employee or agent of Client. Agreement is intended for the mutual benefit of the Parties hereto and no third-party rights are intended or implied. It is the intention of the Parties that, to the greatest extent permitted by applicable law, Consultant shall be entitled to protection under the doctrines of governmental immunity and governmental contractor immunity, including limitations of liability, to the same extent as Municipality would be in the event that the services provided by Consultant were being provided by Municipality. Nothing in this Agreement shall be deemed a waiver of such protections.

13. OWNERSHIP OF DOCUMENTS

Except as expressly provided in this Agreement, Client shall retain ownership of all work product and deliverables created by Consultant pursuant to this Agreement and all records, documents, notes, data and other materials required for or resulting from the performance of Services hereunder shall not be used by Consultant for any purpose other than the performance of Services hereunder without the express prior written consent of Client. All such records, documents, notes, data and other materials shall become the exclusive property of Client when Consultant has been compensated for the same as set forth herein, and Client shall thereafter retain sole and exclusive rights to receive and use such materials in such manner and for such purposes as determined by it. Notwithstanding the preceding, Consultant may use the work product, deliverables, applications, records, documents and other materials require for or resulting from the Services, all solely in anonymized form, for purposes of (i) benchmarking of Client's and others performance relative to that of other groups of customers served by Consultant; (ii) sales and marketing of existing and future Consultant services; (iii) monitoring Service performance and making improvements to the Services. For the avoidance of doubt, Client Data will be provided to third parties only on an anonymized basis and only as part of a larger body of anonymized data. If this Agreement expires or is terminated for any reason, all records, documents, notes, data and other materials maintained or stored in Consultant's secure proprietary software pertaining to Client will be exported into a CSV file and become property of Client. Notwithstanding the preceding, Consultant shall own all rights and title to any Consultant provided software and any improvements or derivative works thereof.

Upon reasonable prior written notice, Client and its duly authorized representatives shall have access to any books, documents, papers and records of Consultant that are related to this Agreement for the purposes of audit or examination, other than Consultant's financial records, and may make excerpts and transcriptions of the same at the cost and expense of Client.

14. SEVERABILITY

If any part of this Agreement shall be held to be invalid for any reason, the remainder of this Agreement shall be valid to the fullest extent permitted by law.

15. DISCRIMINATION & ADA COMPLIANCE

Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, disability or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notice to be provided by an agency of the federal government, setting forth the provisions of the Equal Opportunity laws.

Consultant shall comply with the appropriate provisions of the Americans with Disabilities Act (the "ADA"), as enacted and as from time to time amended, and any other applicable federal regulations. A signed certificate confirming compliance with the ADA may be requested by Client at any time during the term of this Agreement.

16. PROHIBITION AGAINST EMPLOYING ILLEGAL ALIENS:

Consultant shall not knowingly employ or contract with an illegal alien to perform work under this Agreement and will verify immigration status to confirm employment eligibility. Consultant shall not enter into an agreement with a subcontractor that fails to certify to Consultant that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement. Consultant is prohibited from using the program or the Department program procedures to undertake pre-employment screening of job applicants while this Agreement is being performed.

17. SOLICITATION/HIRING OF CONSULTANT'S EMPLOYEES

During the term of this Agreement and for one year thereafter, Client shall not solicit, recruit or hire, or attempt to solicit, recruit or hire, any employee or former employee of Consultant who provided services to Client pursuant to this Agreement ("Service Providers"), or who interacted with Client in connection with the provision of such services (including but not limited to supervisors or managers of Service Providers, customer relations personnel, accounting personnel, and other support personnel of Consultant). The Parties agree that this provision is reasonable and necessary in order to preserve and protect Consultant's trade secrets and other confidential information, its investment in the training of its employees, the stability of its workforce, and its ability to provide competitive building department programs in this market. If any provision of this section is found by a court or arbitrator to be overly broad, unreasonable in scope or otherwise unenforceable, the Parties agree that such court or arbitrator shall modify such provision to the minimum extent necessary to render this section enforceable. In the event that Client hires any such employee during the specified period, Client shall pay to Consultant a placement fee equal to 25% of the employee's annual salary including bonus.

18. NOTICES

Any notice under this Agreement shall be in writing and shall be deemed sufficient when presented in person, sent pre-paid first class United States Mail, or delivered by electronic mail to the following addresses:

If to Client:	If to Consultant:
	Paul Meschino, President Interwest Consulting Group, Inc.

	9320 Chesapeake Drive, Suite 208 San Diego, CA 92123 Email: pmeschino@interwestgrp.com
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19. FORCE MAJEURE

Any delay or nonperformance of any provision of this Agreement by either Party (with the exception of payment obligations) which is caused by events beyond the reasonable control of such party, shall not constitute a breach of this Agreement, and the time for performance of such provision, if any, shall be deemed to be extended for a period equal to the duration of the conditions preventing such performance.

20. DISPUTE RESOLUTION & ATTORNEY FEES

In the event a dispute arises out of or relates to this Agreement, or the breach thereof, and if said dispute cannot be settled through negotiation, Parties agree first to try in good faith to settle the dispute by mediation. The cost thereof shall be borne equally by each Party. In the event of dispute litigation to enforce any of the terms herein, the prevailing Party shall be entitled to recover reasonable attorneys' and Consultants' fees.

21. AUTHORITY TO EXECUTE

The person or persons executing this Agreement represent and warrant that they are fully authorized to sign and so execute this Agreement and to bind their respective entities to the performance of its obligations hereunder.

22. GOVERNING LAW AND VENUE

Agreement shall be construed under and governed by the laws of the State of California, excluding the conflict of laws provisions thereof. Any action under this Agreement shall be brought in the state and federal courts serving jurisdiction of authority and each Party hereby submits to the jurisdiction of such courts.

23. COUNTERPARTS

This Agreement and any amendments may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. For purposes of executing the Agreement, scanned signatures shall be as valid as the original.

24. ENTIRE AGREEMENT

This Agreement, along with attached exhibits, constitutes the complete, entire and final agreement of the Parties hereto with respect to the subject matter hereof, and shall supersede any and all previous communications, representations, whether oral or written, with respect to the subject matter hereof. Invalidation of any of the provisions of this Agreement or any paragraph sentence, clause, phrase, or word herein or the application thereof in any given circumstance shall not affect the validity of any other provision of this Agreement.

25. WAIVER

Failure to enforce any provision of this Agreement shall not be deemed a waiver of that provision. Waiver of any right or power arising out of this Agreement shall not be deemed waiver of any other right or power.

IN WITNESS HEREOF, the undersigned have caused this Agreement to be executed in their respective names on the dates hereinafter enumerated.



Name and Title **President**
 Interwest Consulting Group, Inc.

11/15/2024

Date

Kylin Bell 11.13.2024
Signature Date
District Manager
Name and Title
Insert Client

EXHIBIT A – LIST OF SERVICES AND FEE SCHEDULE/PROPOSAL



A SAFEbuilt COMPANY

www.interwestgrp.com

Grant Services
Building Department Services
Planning and Urban Design
City Engineering
Real Estate
Construction Management
Traffic Engineering and Transportation Planning
Capital Project Delivery
Private Development Services

Project Office

39355 California Street
Suite 200
Fremont, CA 95758
510.796.3003

Primary Contact:

Mark Riffey
Account Manager
916.742.2454
mriffey@interwestgrp.com

Project Manager:

Helen Maggitti
619.972.7885
hmaggitti@interwestgrp.com

August 28, 2024

Kylie Felicich, District Manager
Mendocino Coast Recreation & Parks District
401 North Harbor Drive
Fort Bragg, CA 95437
Electronic submittal via email: kfelicich@mcrpd.us

Re: Request for Proposals for Grant Writing Services

Dear Selection Committee:

Interwest Consulting Group, Inc. (Interwest) is pleased to present our qualifications to the Mendocino Coast Recreation and Parks District (District) for Grant Writing Services for calendar years 2024 and 2025. We understand you are seeking a consulting to support you with grant proposals/applications to support the District’s recreation activities, programs, events equipment, facility improvements, and possible future projects. Interwest has the experience and capacity to provide District with a full spectrum of services relative to obtaining funding for the current and future programs and projects. We offer the technical and strategic expertise needed to effectively address grant criteria and make an effective assessment of a project’s viability to be successful.

Interwest’s team includes many former public agency officials and others who have written numerous successful grants. The proposed Interwest team members have been specifically selected for their technical expertise and abilities to connect scoping, environmental, engineering, and funding to ensure the streamlined delivery of infrastructure investments. With more than 400 employees in California, in addition to our Grants Team, we also have the ability to call upon the expertise of our urban planners, landscape architects, and engineering experts for environmental, transportation/mobility planning, and other relevant services. Interwest’s team has the knowledge and experience to help the District navigate through the complex funding processes and stay informed of the latest policy developments.

Helen Maggitti, will serve as the **Project Manager and Primary Grant Writer** and be responsible for day-to-day project management. **Mark Riffey** will serve as the **Account Manager and Primary Contact** person for the duration of the contract.

As President of Interwest Consulting Group, I am authorized to sign any agreements that may result from this proposal. We appreciate the opportunity to present our qualifications to the District and look forward to serving your community.

Sincerely,

Paul Meschino, President

Demonstration of Knowledge & Experience

Company Background and Experience

Interwest has 22 years of experience assisting public agencies and offers a diverse scope of community development services.

Interwest understands grant funding is critical in delivering municipal projects. We have the expertise and resources necessary to perform the project scope. We pride ourselves on not just writing grants but securing, administering, and delivering on them. With the changing volume of grant funding and initiatives, it is imperative to write a compelling and competitive story that meets the goals of the grant.

Interwest's team has successfully secured funding through competitive grants from federal, state, and regional agencies for our clients, allowing them to leverage funding to construct and deliver vital improvements and programs to their community.

Our successful development of federal, state, and regional program grant proposals has enabled the funding of an array of grants to our clients. Our team will provide grant writing and management services to include, but not limited to, the following areas:

- Public Works
- Unhoused Services and Projects
- Mental Health Crisis Response
- Violence Intervention & Prevention
- Public Safety
- City Workforce Development
- Community Development
- Economic Development
- Community Services
- Municipal Planning
- Infrastructure Development & Maintenance
- Parks and Recreation
- Transportation/Highway
- Sustainability/Transit
- GIS Geographic Information System

Office Locations

Interwest has office locations across the state in Irvine, Ontario, Perris, San Diego, Elk Grove, Roseville, Fresno and Fremont. Our parent company, SAFEbuilt, has 14 additional offices across the country to provide support to the needs of this contract.

Company Structure

Our firm was founded on March 12, 2002, as a corporation, and remains that way today. In the interceding years, we acquired several other firms and expanded our capabilities, including NAFFA International (Building Safety) and Vernon Brown (Fire and Life Safety, Fire Engineering) in 2012; Tri-lake Consultants (Public Works and Engineering) in 2018; CPSI (Real Estate) in 2019; and EsGil, BroadSpec, and Kutzmann (all Building Services) in 2020.

Interwest and its subsidiary companies joined the SAFEbuilt family of companies in 2020. By joining SAFEbuilt, a national Community Development Services company, we can fully realize the benefits of being a part of a national brand, including enhanced technology, more scalable systems, and processes designed to improve quality and efficiency for our California clients. Interwest offers a diverse scope of community development services that enables us to serve as a reliable one-source partner, efficiently tackling time-sensitive projects with customized solutions. With the extended capabilities of our parent company, SAFEbuilt, we support a variety of clients with the highest level of service, expertise, and resources to municipalities throughout the nation, including:

- Grant Writing, Management, and Administration
- Building Safety
- Capital Projects
- City Engineering
- Construction Management
- Development Services
- Land Development Design
- Planning & Urban Design
- Right-of-Way & Real Estate
- Traffic Engineering
- Transportation Planning
- Transportation
- Programming Systems

Experience with Rural Communities

Interwest has a proven track record of delivering comprehensive grant writing services tailored to the unique needs of smaller communities. Our team of experienced professionals understands the specific challenges faced by these communities, such as limited access to resources and funding opportunities. We have successfully secured grants for various projects, including infrastructure development, ensuring that rural areas receive the support they need to thrive. Interwest currently serves more than 330 communities across California. Many of these are small, rural communities with limited staff resources.

Our approach is rooted in a deep understanding of the socio-economic dynamics of small, rural communities. We engage closely with local stakeholders to identify their priorities and craft compelling grant proposals that resonate with funding agencies. By leveraging our extensive network

and expertise, we have helped numerous rural organizations obtain critical funding, driving sustainable development and improving the quality of life for residents. Interwest is committed to empowering rural communities through strategic grant writing and dedicated support.

Our team understands that rural communities often face several unique challenges when it comes to grant writing. One major issue is the lack of dedicated grant writing staff. Interwest has the resources, knowledge, and experience to partner with smaller agencies to augment staff. Our team will walk alongside District staff and board members to build capacity for the future by:

Leverage Networks and Partnerships: Our team can help you form collaborations with other like-minded organizations to enhance grant proposals. By pooling resources and expertise, we can help the District create stronger, more compelling applications.

Tailor Proposals to Funders' Priorities: We will conduct thorough research to understand the specific goals and priorities of potential funders and work with you to ensure your project objectives align with these priorities to demonstrate a strong fit.

Planning Ahead: Our approach is to start the grant writing process early and create a detailed timeline. This helps avoid last-minute rushes and ensures all elements of the proposal are thoroughly developed.

Approach to Grant Writing Services

We emphasize upfront research (prior to the grant writing) and review historical data, trends, and policy changes in grant programs. Interwest's Team will review past/current grants the District has received to properly identify potential grants that are most viable and competitive for the District. Research shall include understanding all grant program eligibility information, application submittal requirements, grant portal system requirements, and all specific process details for each grant application.

Grant Proposal Development

Once a potential grant program has been identified, the process to prepare the application starts by conducting additional in-depth research to review the grant program requirements, guidelines, and priorities. This involves preparation of a grant opportunity analysis for the desired District projects or programs to be funded. The analysis will review all aspects of the grant, including but not limited to applicant eligibility, eligible expenditures under the program, timing, evaluation criteria, and alignment with grant priorities. A work plan will be developed outlining the tasks to prepare the application.

The Interwest Team will work with the District to identify District staff, external project partners, and the team

members necessary to develop the grant application. We will work with the District to hold a kick-off meeting and attend check-in meetings as necessary to accomplish the tasks under the work plan. The Interwest Team will evaluate the expected competitiveness of the project seeking funding under the grant program and may provide recommendations to improve the competitiveness, if desired by the District. If a grant program offers pre-application meetings with potential applicants, the Interwest Team will prepare a presentation and/or brief summary of the proposed project and meet with the granting agency representatives and the District.

The Interwest Team will prepare a checklist for the grant application and identify responsible parties for providing the items needed. Missing items will be identified early on to allow time for the development of materials necessary to submit a comprehensive grant package. Any new efforts, such as public engagement, necessary to apply to the grant program will also be identified and Interwest will work with the District to ensure these efforts are aligned with the grant program.

The Interwest Team will compile and develop all relevant project information and exhibits, including project cost estimate, funding plan, narrative, project benefits, and other information and data, graphics, maps, charts, tables, or photos pertinent to addressing grant program requirements and evaluation criteria and to producing a competitive application. Once the application components have been developed, the Interwest Team will prepare at least two successive iterations of the draft applications for each project, review and incorporate District feedback and prepare a final grant package for submittal. The Interwest Team will attend debriefs for any unsuccessful grant proposals, and we will work with the District to revise the grant funding strategy accordingly to optimize future grant funding opportunities.

Grant Management

The Interwest Team will provide grant management services which fully comply with the agency administering the grant and the District guidelines, including execution of all grant agreements and support to scale projects plan to take full advantage of the funding. The Interwest Team will prepare grant reporting materials, such as invoices with all necessary backup documentation in compliance with the grant administrator and the District standards, progress reports, and a final project report. We will establish processes and procedures to provide regular updates to the District and grant awardees (if applicable), and submit all necessary paperwork with required backup documentation.

The Interwest Team will assist the District with providing all requested monthly reports associated with grant funding. We will summarize the activities undertaken during the previous month and provide a status report monthly.

Grant Administration

Interwest follows a comprehensive approach to grant administration that begins with a thorough initial assessment of grant funded projects or programs. We set up a step-by-step process and workflow to make sure key milestones are met. We coordinate and track progress on grants to ensure compliance. Interwest offers assistance in various aspects of grant management, including conducting staff orientation on grant compliance and deliverables, establishing grant projects across departments, setting up necessary data retention reporting forms and spreadsheets, completing quarterly and annual reporting submissions, overseeing labor compliance, and taking any necessary actions to ensure the District remains in compliance with grant requirements.

Qualifications of Key Staff

We provide the technical and strategic experience required to effectively address grant criteria and analyze a project's viability for success. As previously stated, our team includes many former public agency officials and others on our team who have submitted multiple successful grants. We work together to collaborate and share expertise and will utilize the personnel listed below.

Our team of professionals has extensive career expertise in their respective specialties. Our local knowledge, in combination with our depth of experience, translates into better, more consistent decision-making. Mindful of the page restriction of the RFP we have provided brief biographies of our key staff below; however, we have a much deeper pool of resources to draw from for technical assistance as projects develop and grant opportunities are identified. Complete résumés of our staff can be provided upon request.

Helen Maggitti, Project Manager, will have primary responsibility for this service, overseeing the day-to-day project management. Helen brings nearly four years of dedicated expertise in grant writing, with a robust skill set encompassing the entire grant process—from research to submittal to post-award administration. Her proficiency extends to the development of project scopes, site plans, and cross-sections, as well as community outreach, including the creation of impactful flyer's, resources, and surveys. She has helped local agencies across California secure over \$47 million in project funding, a testament to her strategic approach and proven track record. While her proficiency spans various subjects, Helen has honed her specialization in transportation planning grants, demonstrating a depth of knowledge and insight that consistently delivers results.

Vicki Placide-Pickard, Planning & Grant Administrator, is an experienced Community Development professional with a demonstrated history of working in the government administration industry and is skilled in federal grant administration, neighborhood planning, strategic planning, economic development, policy analysis, intergovernmental affairs, community outreach, grant management, and non-

profit management. She provides the team with true and tested insight into what communities and cities across the U.S. need and envision for their population. Vicki's expertise and assistance can be called upon whenever needed.

Sandra Villard, Grant Coordinator, has over 10 years of public sector experience in Community Development. She specializes in Affordable Housing programs, managing and administering federal, state, and locally funded grant programs.

Richard Smeaton, AICP, Principal Planner, has been providing professional planning services for more than 25 years. He has worked almost exclusively with public agencies as a staff member, contract planner, and as a consultant. Richard is a skilled Principal Planner who brings a wealth of experience in all aspects of urban planning and community development. His background and experience have afforded him the skills and sensitivity to complete projects on time and on budget.

Theron Roschen, PE, Principal Engineer, brings established relationships and accomplishments from his 23-year career with the Sacramento County Department of Transportation (SACDOT), where he was the Chief Engineer. Theron directed the design of various transportation infrastructure projects and exercised overall direction and supervision of the engineering staff, landscape architects, and technicians delivering up to 60 active projects during his tenure. He knows multiple local, federal, and state funding program sources, application requirements, and delivery procedures through Caltrans Local Assistance. Recently, he has led and administered grants totaling \$75M for Stanislaus County, including: BUILD, TCEP, HSIP, FRA Grade Separation, Section 190, CalRecycle, and LPP.

Gianno Feoli, ASLA, Director of Landscape Architecture Services, has over 20 years of experience in projects that bridge visioning, planning, and site improvements. His experience has encompassed a wide array of project types with expertise in connectivity plans, streetscapes and urban interventions, park design, and form-based urban design; and constructed over 24 passive and active parks of varying sizes. His leadership in project excellence in devising implementable design solutions has earned several distinguished, professional design awards.

Steven Tyler, ISA, Certified Arborist, has an extensive background in public works management, leadership, and streets, parks, and building operations and maintenance. Steven is up-to-date on current National Pollutant Discharge Elimination System (NPDES) guidelines and goals, as well as current Hazardous Materials handling and storage regulations and implementation. As a leader, Steven has served as past chairperson of the San Mateo County STOPP program Municipal Maintenance Subcommittee and eight years as a City representative to the Technical Advisory Committees (TAC), and for the past ten years, he has served on the Board of Directors of the Maintenance Superintendents Association Bay Area Chapter.

Examples of Successful Grant Applications

Interwest's Grants Team has successfully applied for and been awarded nearly \$225 million in funding over the past four years. Below is just a sampling of successful grants our team has spearheaded related to the needs of the District. We would be honored to provide a more detailed list upon request.

Client	Project Year	Project Description	Funding Program	Grant Amount	Interwest's Role		
					Grant Research	Application Preparation	Grant Administration
City of Newark, CA	2021	Throton Avenue Bicycle and Pedestrian Safety Project	FHWA/Caltrans Federal Lands Access Program (FLAP)	\$5,404,455	✓	✓	
City of Gridley, CA	2022	Gridley MVP Program	California State Parks Outdoor Equity Grants Program	\$272,651	✓	✓	✓
City of Briggs, CA	2021	Family Park and Rio Bonito Rehabilitation	California State Parks Per Capita Program	\$177,952	✓	✓	✓
City of Gridley, CA	2021	Manuel Vierra Park Tennis Court Rehabilitation	California State Parks Per Capita Program	\$177,952	✓	✓	✓
City of Williams, CA	2021	Venice Park Old Gym Rehabilitation	California State Parks Per Capita Program	\$177,952	✓	✓	✓
City of Gridley, CA	2022	Gridley Sports Complex	California State Parks Rural Recreation and Tourism Grant (RRT)	\$3,000,000	✓	✓	
City of Stockton, CA	2022	Downtown Weber Avenue Bike and Pedestrian Connectivity		\$9,427,000	✓	✓	
City of Greenfield, CA	2021	City of Greenfield Recreation Center and Park	California State Parks Statewide Parks Program	\$8,500,000	✓	✓	
City of Palm Desert, CA	2023	North Sphere Regional Park Design	Coachella Valley Mountain Conservancy Climate Resilience and Community Access (CRCA) Program	\$400,000	✓	✓	
City of Roseville	2023	Dry Creek Greenway East Multi-Use Trail Phase 2	Sacramento Area Council of Governments Active Transportation Program	\$6,000,000	✓	✓	
City of San Carlos	2021	Holly Street/US 101 Pedestrian Overcrossing	San Mateo County Transportation Authority SMCTA Measure A Program	\$10,250,000	✓	✓	
City of Oxnard	2022	Accessible Pedestrian Enhancement Projects	Ventura County Transportation Commission	\$3,498,825	✓	✓	

Grant Application Excerpt

The following is an excerpt from a recent grant application completed for the City of Greenfield, California for the development of a recreation center and public park. It demonstrates our ability to quantify the needs of a community and secure funding from the State of California State Parks Department.

PROJECT SELECTION CRITERION #9 – COMMUNITY CHALLENGES, PROJECT BENEFITS, AND READINESS

A. What CHALLENGES are present within the community that contributes to the need for the PROJECT?

Challenge	Description of the Challenge
<p>Low Socioeconomic Status (SES)</p>	<p>The City of Greenfield is a small rural city of 17,648 residents. The community of Greenfield is a predominately blue-collar community whose residents primarily work in the agricultural industry. The median household income (MHI) is \$50,553 (U.S. Census, 2018) which aligns with the income in the Community Factfinder Report MHI at \$49,526. The percentage of people in poverty stands at 18.2% which is higher than the state average of 13.3%. Educational attainment in Greenfield is significantly lower than the state average. For example, only 4.1% of the entire Greenfield population has a bachelor’s degree or higher compared to the state average of 32.6%. Research has demonstrated that individuals with at least a bachelor’s degree can expect to earn 66% more than a person with only a high school education¹. In Greenfield, only 47.9% of the entire population is a high school graduate or higher compared to the state average of 82.5%. Low SES is further evidenced by the Free or Reduced Priced Meal (FRPM) program recipient rates. Cesar Chavez Elementary is the nearest school to the Project Site at 0.2 miles away with 81.3% of the school on the FRPM program. The second nearest school is Mary Chapa Academy which is located 0.9 miles away from the Project Site and has a FRPM of 91.9%. Due to the lower SES in Greenfield, residents do not have discretionary income to participate in premium leisure activities such as amusement parks or participating in recreational sports such as skiing, snowboarding, scuba diving, horseback riding, or boating and sailing, etc. Thus, having a park with additional recreational features, allows local residents to enjoy the outdoors at no additional cost to them.</p>
<p>Graffiti and Vandalism</p>	<p>Currently, there has been ongoing graffiti and vandalism at Greenfield Community Park, particularly at the tennis court. The tennis court is underutilized at the park and attracts vandalism to the site. The vandalism increased to</p>

¹ From <https://trends.collegeboard.org/education-pays/figures-tables/lifetime-earnings-education-level>

	<p>a point that the Police Department was looking to install a surveillance system to catch vandals. Such types of vandalism at Greenfield Community Park is a symptom of a bigger community challenge that currently exists in Greenfield. According to data available from the Greenfield Police Department², there have been incidences of property crime and theft directly across the street from Greenfield Community Park since January 1, 2018.</p> <p>Youth are vulnerable to engaging in deviant activities immediately after school hours. According to a publication by the National Recreation and Parks Association³, the majority of juvenile offenses occur between 2:00pm and 5:00pm. The report also indicated that while a majority of offenses take place at home, other sites such as highways/roads/alleys, department/discount stores, schools/colleges and elementary/secondary schools are vulnerable to becoming sites for criminal activity.</p> <p>Since Greenfield is a predominately blue-collar agricultural community, with parents who work outside the home in nearby agricultural communities such as Soledad and Salinas, youth are left by themselves during the critical after school hours. City staff have indicated that some youth will travel by foot to Patriot Park from the Greenfield Community Park area to engage in after school recreational programs. Having to travel at least 2 miles to engage in after school activities only makes youth more susceptible to being deterred to engage in unlawful activities. The City of Greenfield also has a significant youth population.</p> <p>According to 2018 U.S. Census Population Estimates⁴, out of the estimated 17,648 people in Greenfield, 35.1% of the total population is under 18 years of age. With over a third of the entire city population under 18 years old, having recreational and educational programs for youth is necessary to ensure youth have available facilities and amenities to stay busy during the critical after school hours as well as the summer months.</p>
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² From Crimereports.com, January 1, 2018-August 1, 2019, accessed August 1, 2019.

³ From *The Benefits of Recreational Programming on Juvenile Crime Reduction: A Review of Literature and Data (2014)* published by National Recreation and Parks Association. Accessed on July 30, 2019 <https://www.parksforcalifornia.org/data/library/Benefits%20of%20Recreational%20Programming%20on%20Juvenile%20Crime%20Reduction.pdf>

⁴ From *Greenfield Quick Facts*, U.S. Census Population Estimates July 1, 2018. <https://www.census.gov/quickfacts/fact/table/greenfieldcitycalifornia/PST045218>

References

At Interwest, we believe that client satisfaction and repeat business with our clients are the ultimate indicators of our firm’s success. We encourage you to contact the references to provide testimony of our capability to perform your requested services, adhere to schedules and budgets, and exceed expectations.

Town of Atherton, CA

George Rodericks, City Manager

drodericks@ci.atherton.ca.us | 650.752.0504

City of Hayward, CA

Laura Simpson, Development Services Director

laura.simpson@hayward-ca.gov | 510.583.5552

Reference for Helen Maggitti - Work Completed with Prior Employer

City of Greenfield, CA

Paul Muga, Community Development Director

pmuga@ci.greenfield.ca.us | 414.543.5500

Pricing

Interwest will provide all services as requested on an hourly basis using the rate schedule below.

CLASSIFICATION	HOURLY BILLING RATE
Grant Manager	\$165
Grant Writer	\$155
Management Analyst II.....	\$125
Management Analyst I.....	\$115
Senior Administrative Support	\$115
Administrative Support III.....	\$100
Administrative Support II.....	\$90
Administrative Support I.....	\$75
Planning Manager.....	\$200
Principal Planner	\$180
Senior Planner.....	\$165
Associate Planner	\$135
Assistant Planner.....	\$110
Planning Technician	\$90
Senior Transportation Engineer.....	\$200
Transportation Engineer	\$210
Certified Arborist.....	\$160

Beginning on the 1st anniversary of the Effective Date of the Agreement and annually thereafter, the hourly rates listed below shall be automatically increased based upon the annual increase in the Department of Labor, Bureau of Labor Statistics or successor thereof, Consumer Price Index (United States City Average, All Items (CPI-U), Not Seasonally adjusted, All Urban Consumers, referred to herein as the “CPI”). Such increase shall not exceed 4% per annum. The increase will become effective upon publication of the applicable CPI data. If the index decreases, the rates listed shall remain unchanged.



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 Vogele 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, Vogeles, Shpak. **Motion carried.**

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

Director Vogeles 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 Vogeles 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 Vogeles seconded. **Motion Carried.***

Adjournment at 7:04PM



District Services Committee
Mendocino Coast Recreation and Park District
100 N Main St. Fort Bragg, CA 95437

Monday, December 15th, 11:30AM

MINUTES

1.0. CALL TO ORDER

11:34AM

Board – Craig Comen and Dana Vogele

Staff – Business Manager Jamie Campione & Recreation Supervisor Jennifer Saunders

2.0 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 specific 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)
No public attended

3.0 INFORMATION/DISCUSSION

Coast Youth Basketball

Staff provided an update on the league, which currently serves approximately 200 participants across 25 teams. Continued growth has created challenges related to limited gym availability and scheduling conflicts. The Committee discussed short-term solutions, including separating younger divisions, as well as long-term goals such as securing a dedicated facility.

Co-Ed Softball

The District will attempt to offer this league again. Last year's program faced challenges due to registration costs, which resulted in low participation.

Men's League Softball

This program will be offered again. The District will explore solutions to address the high cost of officials.

Sea Ranch – June 2026

Pool use has been approved by TSRA. District staff will begin working on detailed planning for the season in January.

Flag Football

Following a highly successful season, the District plans to offer the program again. Staff anticipated continued growth and noted positive feedback regarding the use of the Mendocino fields.

Ales Tournament

Staff reported that only five teams participated last year. The two-day format is resource-intensive for the District. The Committee discussed alternative formats and ways to attract younger players.

3.1 New Programs

Soccer Tournament

Following a successful inaugural tournament, the District will work toward hosting a spring tournament. Out-of-town leagues have expressed interest in participating. Advanced planning will be essential to support increased turnout.

Spring Soccer Clinics

Clinics were discussed to prepare players for tournaments. Staff discussed structuring clinics around specific positions and/or skill development.

Boxing

Staff reported that the addition of boxing programming has been highly successful and is expected to continue growing into the new year.

3.2 Fundraising

Business Sponsorships

The Committee discussed expanding sponsorship efforts to include out-of-town, regional, and national businesses.

Other Fundraising Ideas

Events: *Director Comen suggested hosting a kayaking fundraiser in which all proceeds from a designated day would be donated to support MCRPD programs.*

4.0 ADJOURNMENT

12:22PM

NOTICE TO THE PUBLIC

All disabled persons requesting disability related modifications for accommodations including auxiliary aids or service may make such a request in order to ensure full participation in a MCRPD public meeting. Such a request should be made to Kylie Felicich, District Manager, 100 N Main St. Fort Bragg, CA 95437, 707-409-2760 and at kfelicich@mcrpd.us