

Mendocino Coast Recreation and Park District

AGENDA MINUTES

**Special & Regular Board of Directors Meeting
Wednesday, October 15th, 2025, 3:30PM / 5:30PM**

Location:

**MCRPD District Office
100 N Main St. Fort Bragg, CA 95437**

SPECIAL MEETING

CALL TO ORDER

Call to order and roll call at 3:35PM

Board: Dave Shpak, Dana Vogele, Craig Comen,

Zach Hayward on tele-conference

Angela Dominguez - Absent

Staff: Kylie Felicich, Jennifer Saunders and Jamie Campione

APPROVAL AND ADOPTION OF AGENDA

All approve agenda as is.

PUBLIC PARTICIPATION, NON-AGENDA ITEMS

None

1.0 PLANNING SESSION

1.1 Review and assess current financial position to inform programmatic and operational planning.

Budget and Financial Reporting

- Due to duplicate entries in QuickBooks Online, no Balance Sheet will be presented or discussed this month.*
- Our financial consultant, Pam, has resolved many of the accounting issues, and cleanup is ongoing.*
- Currently, the District is reviewing financials solely through the Profit & Loss statement.*

Property Tax Allocation

- Approximately 45% of property tax revenue is currently allocated to another entity.*
- This remains on the District's radar for review, clarification, and future board action.*

User Fees & Cost of Business

- *The cost of doing business continues to rise across all program areas.*
- *The Board discussed the need to evaluate and potentially increase program fees throughout the District to better align with operational expenses and long-term sustainability.*

Funding Opportunities: Grants, Sponsorships & Partnerships

- *Staff provided updates on ongoing funding efforts and potential revenue sources.*
- *The District is actively communicating with the a private Foundation to explore additional grant opportunities. Further updates are expected following next month's meeting.*

Potential Land Acquisition

- *There is a possibility of acquiring an 11-acre parcel near Bower Park.*
- *Staff will explore grants, partnerships, and related funding options to determine feasibility and potential community benefit.*

Sponsorship Development

- *The District continues to pursue local sponsorships to support programs, scholarships, and special events.*
- *The Board discussed forming a committee dedicated to sponsorship outreach and development to strengthen and expand community partnerships.*

Program Policies & Financial Approach

- *The Board and staff engaged in a discussion regarding financial policies related to program performance.*
- *When programs have positive revenue, considerations include adopting an enterprise approach to program management.*
- *The goal would be to structure programs to work toward net neutrality, ensuring revenues appropriately balance program costs while still supporting accessibility and community value.*

Potential for Special Assessment

- *The Board briefly discussed the possibility of pursuing a Special Assessment in the future.*
- *Additional information is needed regarding requirements for adding a measure to an election ballot.*
- *The Board agreed that any action should be postponed until completion of the ongoing MSR process with LAFCO.*

Need for a Fee Study

- *The Board directed staff to explore conducting a comprehensive Fee Study.*

- *This study would evaluate all programming and services offered throughout the District to ensure fees align with true operational costs and community needs.*

Operational Planning, Staffing and Maintenance

- *Discussion held regarding ongoing operational needs and maintenance planning across District facilities and program areas.*
- *The Board reviewed staffing challenges and discussed strategies for retaining employees.*
- *Flexibility remains one of the most significant factors in employee satisfaction and long-term retention.*
- *Staff provided an overview of the different employment categories and pay rates across the District.*
- *The District maintains a budget for staff training and professional development.*
- *All employees receive access to free recreation programming, with additional discounts available for their families.*

Long-Term Five-Year Goals & Vision

- *The Board will revisit long-term goals and the development of a five-year vision plan once the MSR process with LAFCO is completed.*

REGULAR MEETING

CALL TO ORDER

Call to order and roll call at 5:39PM

Board: Dave Shpak, Dana Vogele, Craig Comen,

Zach Hayward on tele-conference

Angela Dominguez - Absent

Staff: Kylie Felicich Jennifer Saunders, and Jamie Campione

Public: MCBG Executive Director Jaime Jensen

APPROVAL AND ADOPTION OF AGENDA

All approve agenda as is.

PUBLIC PARTICIPATION, NON-AGENDA ITEMS

None

STAFF REPORTS

District Manager Report Kylie Felicich

District Recreation Supervisor Report Jennifer Saunders

District Business Manager Jamie Campione

Brief summaries given by staff members

OTHER REPORTS

Friends of MCRPD – *Meeting next week at MCRPD, new members have joined and we look forward to meeting them. Friends has donated \$1000 in scholarships for CYBL.*

South Coast – *Zach reports there is now a fence up at Bower Park and progress has started on renovations. RCRC has their use permit for the pimp house.*

Mendocino Coast Botanical Gardens - *See notes in discussion items*

Personnel Committee – *No Meeting*

District Services Committee – *No meeting*

Finance Committee – *No Meeting*

Board of Directors – *Dave comments he is excited for basketball*

Ad Hoc Committee Kayaking - *No meeting*

1.1 Introduction of Mendocino Coast Botanical Gardens new Executive Director, Jaime Jensen

Jaime introduced herself to the Board and staff and provided a brief overview of her career with the Mendocino Coast Botanical Gardens. She shared information about the upcoming Digger Creek Bridge Project and how it may affect the Gardens, noting that Digger Creek is a major water source and there are concerns about its impact. The project is a fish passage restoration effort designed to remove barriers and reopen approximately 2.3 miles of habitat. The creek is currently not polluted. The project will include construction of a 30-foot by 65-foot bridge. The project manager will visit the Gardens next month to provide more details and answer questions.

1.2 Discussion and approval to sell off kayak inventory

Craig Comen recused himself and stepped away due to a potential conflict of interest. Staff recommended selling the District's kayaks, citing logistical challenges and difficulties in operating a sustainable kayak program. Dana Vogele made a motion to approve the sale of the kayaks, seconded by Zach Hayward. The motion passed unanimously. Craig Comen returned to the meeting.

1.3 Discuss and dissolve Kayak Ad Hoc Committee

Zach Hayward made a motion to dissolve the Kayak ad hoc committee. Dana Vogele seconded the motion, and all members voted in favor. The motion carried.

1.4 Discuss and approve allocation of Polaris sale to California Class Vehicle Fund

Dana Vogele made a motion to transfer \$10,000 to California CLASS. Craig Comen seconded the motion, and the Board approved it unanimously. The motion carried.

1.0 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.

2.1 Approval of Regular Board of Directors Meeting Minutes from

September 17, 2025
Minutes approved.

2.0 ADJOURNMENT

The next MCRPD Regular Board of Directors Meeting will be held on November 19, 2025, at the Mendocino High School Hospitality Room.

Adjournment at 6:50PM