



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, August 19th, 2026 at 4:00 P.M.**

Locations

**Coast Life Support District
38901 Ocean Dr. Gualala, CA 95445**

**Mendocino Coast Botanical Gardens
18050 Ocean Dr. 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 General Manager Report Kylie Felicich (Pages 1-2)

4.2 District Recreation Supervisor Report Jennifer Saunders (Pages 3-5)

4.3 District Business Manager Jamie Campione (Pages 6-7)

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

5.8 Capital Building Project Ad Hoc Committee

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 Update from Executive Director, Jaime Jensen, Mendocino Coast Botanical Gardens
- 6.2 Annual General Manager Salary Negotiation
- 6.3 Review 2026 CAPRI Audit (**Pages 8-40**)
- 6.4 Review and approve amended Proposal for Grant Writing Services for the Statewide Park Development and Community Revitalization Program for Bower Park (**Pages 41-42**)

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 Regular Board Meeting Minutes 6/17/2026 (**Pages 43-47**)
- 7.2 Approval of Finance Committee Meeting Minutes 6/17/2026 (**Pages 48-49**)
- 7.3 Renew the Ad Hoc Committee for Bower Park Planning and Development
- 7.4 Approve renaming Ad Hoc Committee from Capitol Building Projects to Capitol Projects
- 7.5 Declare three (3) ping pong tables as surplus property and authorize Staff to transfer or dispose of the equipment at their discretion in accordance with District policy.

8.0 CLOSED SESSION

- 8.1 Conference with Legal Counsel – Pending Litigation. Government Code § 54956.9(d)(1).
- 8.2 Conference with Real Property Negotiators (Gov. Code § 54956.8). Property: 18050 Ocean Drive, Fort Bragg CA. Agency Negotiator: Kylie Felich, General Manager, Mendocino Coast Recreation and Park District. Negotiating Party: Jaime Jensen, Executive Director, Mendocino Coast Botanical Gardens. Under Negotiation: Mendocino Coast Botanical Gardens tenure of occupancy and use of Mendocino Coast Recreation and Park District Property.
- 8.3 Report Out

9.0 ADJOURNMENT

The next MCRPD Regular Board of Directors Meeting will be held on September 16, 2026, at the Mendocino Coast Botanical Gardens Farmhouse 18050 Ocean Dr. 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 Felich, 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 mendoc Coast Rec.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 – July and August 2026

Summer is the busiest season in Park and Recreation. We find ourselves toward the end of our marathon season as we speak. Pickleball, Flockworks Summer Camp, Theatre Camp, Horseshoe Tournaments, Flag Football and the last big event, The Ales Memorial Tournament. Our office will be closed on Monday, August 17 as we will be returning items to storage and cleaning up from a big weekend. By Tuesday, we will be planning for more pickleball, soccer tournaments and dances. There is never a dull moment in Park and Recreation, and we love it!

South Coast

MCRPD co-sponsored the RCRC Annual Barbeque at Ocean Ridge Park. We had a horseshoe tournament. The participants had fun. We had hoped to have more attendance for the tournament. It is tricky in the summer as there are many events going on at the same time.

Ahoy, Point Arena: A Pirate Play concluded on August 13. It was the sweetest group of kids and parents. We feel that this program is very important and are planning some Fall Theatre opportunities to keep the momentum going! We would like to thank the beautiful Arena Theater for allowing us to be guests there. It is truly a special place.

MCRPD plans to co-sponsor our dance in Manchester with Coastal Seniors. This will be on September 26 at the Grange in Manchester. We think partnering with Coastal Seniors will make this a very successful event.

Skate Night in Point Arena will resume in September. The room at Arena Elementary was not available over the summer.

Mendocino Coast Botanical Gardens

The MCBG had a very successful Art in The Gardens earlier in August. This is a huge fundraiser for them, and it was well attended. We heard lots of great things from the attendees.

CAPRI 2026 Audit

CAPRI came to the coast on July 13. We had a very busy day visiting various sites that we use for our programs. We received 97% score on the audit. Please see the audit in this report. We will continue to receive a safety discount.

General Manager Annual Salary Negotiation 2026

The current contract states that the General Manager negotiates salary each year. This will be the second year that I will turn down a pay-raise due to budget restraints. I am asking the board to please offer five additional days off between September 2026 and September 2027 in lieu of a pay raise.

2025-2026 Fiscal Year Financials

The accountant is working to close out June 2026 and then work on year-end financials. We will close out Fiscal Year 2026-2026 \$33,000 net positive. I will have complete reports for the finance committee on September 16.

California Special District Association Annual Conference

Chair Shpak and I will be attending CSDA's annual conference this week of August 24.



Recreation Supervisor Staff Report

August 2026

Jennifer Saunders, Recreation Supervisor

Mendocino Coast Recreation & Park District

The past month has been an exciting and rewarding time for MCRPD Recreation as we wrapped up another outstanding summer season while continuing preparations for several signature community events. From the tremendous success of our youth Flag Football program to the continued growth of the 27th Annual C & J Ales Men's Softball Tournament, our focus remains on providing quality recreation opportunities that strengthen our community, build lasting relationships, and encourage healthy, active lifestyles.

Youth Flag Football Season Concludes Successfully

Our 2026 MCRPD Flag Football season concluded with tremendous success and continues to establish itself as one of our fastest-growing youth programs. More than **80 local families** participated in this season, and the excitement surrounding the program continues to build throughout the community.

Perhaps most importantly, we completed another outstanding season with **no significant injuries**, while providing a positive, welcoming environment where young athletes learned the fundamentals of football, teamwork, sportsmanship, and confidence. The smiles on the faces of our participants each week reinforced the positive impact this program continues to have on our youth. Even more exciting are the numbers growing with females participating in this sport and the awesome skill level that is prevailing. We are so proud of the attendance by these athletes, and it has been exciting watching the growth in the sport which will transfer to the other sports they play.

This season would not have been possible without an exceptional group of **10 dedicated volunteer coaches** who generously donated countless hours to mentoring our athletes. Their patience, enthusiasm, and commitment created an atmosphere where every participant felt encouraged and valued. This year in the season ending awards, we honored two of them as "Coaches of the Season" which will become a part of all our season ending award ceremonies.

As this was still a relatively new program for our community, our officials also deserve special recognition. Their patience, professionalism, and willingness to learn and grow together helped establish consistency while navigating a new sport. The teamwork displayed by our coaches, officials, volunteers, and families has laid an outstanding foundation for the future growth of Flag Football on the Mendocino Coast.

We continue to see increasing interest from families and believe this program has tremendous potential to become a long-standing community tradition.

27th Annual C & J Ales Men's Softball Tournament

Preparations for the **27th Annual C & J Ales Men's Softball Tournament** have been a major focus over the past several weeks. This year's tournament will welcome **10 competitive teams**, including **two local teams** and **eight visiting teams** traveling from throughout California.

These tournaments continue to provide far more than athletic competition—they create a meaningful economic impact for our community. Visiting players, families, and spectators support local hotels, restaurants, fuel stations, grocery stores, and retail businesses throughout tournament weekend, helping strengthen our local economy while showcasing the beauty and hospitality of the Mendocino Coast.

One exciting addition this year has been the involvement of a highly experienced volunteer from Ukiah who has generously donated his time and expertise to assist with tournament operations. His knowledge of competitive softball, connections with teams, assistance with apparel, and creative design work have been invaluable in helping elevate the quality and professionalism of this year's event.

We have also been fortunate to welcome additional volunteers back into key tournament roles, allowing responsibilities to be shared among a larger team while creating an even stronger tournament experience for participants.

Community support continues to play a significant role in the success of this event. We are grateful to **Rantala Heating & Sheet Metal** for once again donating our amazing, tournament awards, along with the many sponsors whose generosity helps make this long-standing community tradition possible.

It has been especially rewarding to work alongside the **Ales family**, who continue to be excited and supportive as this tournament celebrates its **27th year**. Their continued partnership has helped make this one of the premier recreational events on the Mendocino Coast. We are so proud to be able to continue this tourney and provide legacy and remembrance of their family members to the community with this athletic event.

Looking Ahead

Planning is already underway for several upcoming recreation opportunities.

On **August 30**, MCRPD will host another community **Pickleball Tournament** as part of the Labor Day weekend festivities. Interest in pickleball continues to grow rapidly, and we look forward to welcoming both returning participants and new players.

Preparations have also begun for our **2nd Annual Fall Soccer Tournament**, which we hope will attract even more teams this year. Hosted on the beautiful athletic fields in Mendocino, this tournament continues to build momentum as another destination sporting event that highlights both our outstanding facilities and the natural beauty of our community.

Closing

The continued success of MCRPD recreation programs reflects the dedication of our volunteers, community partners, sponsors, coaches, officials, staff, and Board of Directors. Every successful program strengthens community connections while creating opportunities for youth and adults to stay active, build friendships, and develop lifelong memories.

As we move into the fall season, we remain committed to expanding recreational opportunities, enhancing community partnerships, and continuing to build programs that serve the residents and visitors of the Mendocino Coast. Together, we are laying a strong foundation for the future of recreation in our community.



Jamie Campione – Business Manager
Staff Report –August 2026

Gymnastics

Our summer gymnastics session is wrapped up with strong participation, including full Kinder Gym and Beginning Gymnastics classes. We are now preparing for the fall session, which will include our regular gymnastics offerings along with an expanded focus on aerial silks.

We are excited to welcome one new silks instructor and one returning instructor, both of whom bring extensive training and experience in the art form. Our goal is to continue building a strong, progressive Level 1–3 aerial silks program on the Mendocino Coast, giving participants opportunities to develop their skills and advance through the program.

Fall registration opens August 14. We anticipate enrollment increasing from the summer session as families return to school-year routines and weeknight and weekend class options become available.

Skate Night

Summer on the Mendocino Coast is a busy time of year, with many community events, activities, and recreational opportunities competing for families' time. As a result, Skate Night attendance has been lower than usual during the summer months. In response, we have reduced staffing and adjusted the number of Skate Night dates to better align with current participation and maintain cost-effective programming.

We anticipate attendance returning to more typical levels as families settle back into their regular school-year routines this fall. Staff will continue to monitor participation and other community events throughout the year and adjust the schedule and staffing as needed to best meet community demand while using District resources efficiently.

We reached out to C.V. Starr and asked if they can consider coordinating with us in the future.

Camp Flockworks

MCRPD has wrapped up another successful summer partnership with Camp Flockworks. MCRPD staff participated in camp five days each week, providing a variety of recreational activities including basketball, pickleball, soccer, obstacle courses, kickball, ping pong, and more.

During the earlier sessions, campers participated in one-hour activity blocks with MCRPD staff. The final session transitioned to a more compact format, with two groups participating in 30-minute activity blocks. This partnership provided a great opportunity to introduce local youth to a wide variety of recreational activities while strengthening MCRPD's community partnerships.

MCRPD Studios – Martial Arts, Dance, Fitness & Rentals

Martial Arts

We have successfully transitioned our adult Taekwondo and Japanese Jujutsu participants to a monthly membership structure. Many of these students attend up to four classes each week, and the new structure provides a more sustainable model for participants, instructors, and MCRPD.

We are also working to fine-tune a similar membership model for our Brazilian Jiu Jitsu program. Additionally, one of our popular martial arts instructors has returned after a year-long hiatus, and participants have been very excited to welcome him back.

Dance Programs

Summer Salsa with Wade was a weekly success and concluded with a well-attended potluck and social dance on July 31. Dance with Wade continues this month with Rhumba classes, providing another opportunity to expand our adult dance offerings.

Isabel's youth Hip Hop class was introduced this summer through a short four-week session. The summer program serves as a preview of a more robust fall Hip Hop series, with the goal of continuing to build participation and potentially giving students an opportunity to perform in a local winter recital.

South Coast Programming

Ahoy, Point Arena! MCRPD's new summer theatre camp, has officially set sail this week at the Arena Theater. Participants are spending the week exploring acting, improvisation, music, and stage performance while developing an original pirate-themed production inspired by the Mendocino Coast. The camp will conclude with a free community performance on Thursday, August 13 at 2:00 PM.

The 2026 South Coast Horseshoe Tournament was held July 26 in partnership with RCRC at Ocean Ridge Park. The tournament was a fun community event that brought together participants for an afternoon of friendly competition, food, and recreation.

Point Arena Skate Nights will return once school is back in session, continuing MCRPD's efforts to provide consistent recreational opportunities for South Coast youth and families.

Community Outreach

MCRPD's Dance Crew and Taekwondo students proudly represented the District in the Mendocino 4th of July Parade. The Dance Crew showcased their skills with an energetic flag-dancing performance, while our Taekwondo students demonstrated their martial arts skills and MCRPD pride. It was a great opportunity for participants to engage with the community and highlight the variety of youth programs offered through MCRPD.



California Association for
Park & Recreation Indemnity

CAPRI

DISTRICT VISIT REPORT

Cycle XX



**MENDOCINO COAST
RECREATION &
PARK DISTRICT**

Visit Conducted On:

July 13, 2026

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VISIT OVERVIEW

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

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

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

If the District scores 90%-100%, they will receive the CAPRI Ted Winslow Safety Award.

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

STAFF INTERVIEWED:

Kylie Felicich, District Manager

Jamie Campione, Business Manager

SITES VISITED:

District Office

Mendocino High School

Old Rec Gym

MCRPD Studios

SURVEYED BY:

Kirk Andre, Director of Safety and Risk Control

OBSERVATIONS, RECOMMENDATIONS, & SCORING

I. ADMINISTRATIVE & CONTRACT MANAGEMENT PRACTICES

A. Follow Up Items

From the previous visit, CAPRI had six recommendations.

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

- 1. The District has evidence of annual review of their IIPP.*
- 2. The District complies with California Senate Bill 1343.*
- 3. The District Safety Committee meets at least quarterly and provides CAPRI the minutes of the meetings within 30 days from the date of the meeting.*
- 4. The District inspects their equipment pertaining to gymnastics, roller skating, fitness, etc. on a regular basis.*
- 5. The District established walk-through inspection forms for each facility they lease and have regular inspections prior to the use of the facility.*
- 6. The District contacted the owner of building they lease for their District Office and obtained the self-assessment and transition plan. The District should do the same for owners of the building of The Old Gym, MCRPD Studio, and the fields at Mendocino High School.*

Follow-Up Items Scoring:

<u>Criteria</u>	<u>Score</u>	<u>Points Possible</u>
1. District complied with recommendations from prior visitations. If no recommendations, then this criteria is fulfilled.	1	1
Total	1	1

B. Participant Agreement, Waiver, & Release Forms

Waiver and Release forms must be used for all District-conducted or sponsored programs and activities. Each form should contain CAPRI-approved language and use an appropriate type-face. Additionally, the form should include a description of the activity and the time frame in which the activity will take place. Forms need to be signed by the participant, or in the case of a minor, the minor's parent or guardian. Signed forms should be retained for a period of no less than three years and possibly longer if the program or activity involves minors. Retain two years from the minor's 18th birthday.

Recommendations: *There are no recommendations.*

Participant Agreement, Waiver, and Release Form Scoring:

<u>Criteria</u>	<u>Score</u>	<u>Points Possible</u>
1. CAPRI-approved language on all forms for all activities where registration is required.	3	3
2. Form accurately describes name and timeframe of activity.	1	1
3. Retention period is sufficient and there is a system to maintain the waiver and release.	1	1
Total	5	5

C. Facility Use Agreements

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

Recommendations: *There are no recommendations.*

Facility Use Agreements Scoring:

<u>Criteria</u>	<u>Score</u>	<u>Points Possible</u>
1. Facility Use Agreement contains CAPRI-approved indemnification language.	3	3
2. District has insurance requirements addressing minimum limits.	3	3
3. District has requirements in their contracts for additional insured, primary and non-contributory, and waiver of transfer of rights of recovery endorsements.	3	3
4. District retains a copy of the certificate of insurance and endorsements. The District has a system to maintain and access the facility use agreements and insurance documents.	3	3
Total	12	12

D. Injury & Illness Prevention Program

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

Recommendations: *There are no recommendations.*

Injury and Illness Prevention Program Scoring:

<u>Criteria</u>	<u>Score</u>	<u>Points Possible</u>
1. The District has an IIPP and a person responsible for implementing the program is identified.	1	1
2. The District has evidence of annual review of the IIPP.	1	1
3. The District has established a system for identifying, evaluating, and correcting workplace hazards and unsafe conditions.	1	1
4. The District has an active safety and training program.	1	1
5. The District has a policy for reporting worksite hazards without fear of reprisal.	1	1
Total	5	5

E. Independent Contractors

Assembly Bill 5 was enacted effective January 1, 2020, that defines how companies must classify workers, specifically addressing the distinction between employees and independent contractors. The law enforces a strict ABC test to determine whether a worker qualifies as an employee or an independent contractor. Some professions are exempt from the ABC test and can qualify as independent contractors if they meet a modified version of the Borello test.

Examples of independent contractors our District use are building contractors, consultants, suppliers/vendors, and instructors. The District shall have contracts with all independent contractors. The independent contractors shall have sufficient insurance such as general liability, automobile liability, professional liability, workers' compensation, and sexual abuse and molestation. The independent contractor should agree to indemnify the District. The independent contractor should have a business license and complete a W9 Form. Districts should require independent contractors to comply with Public Resource Code 5164 and supply confirmation to the District. The District should confirm if an independent contractor is considered a mandated reporter.

Recommendations: *There are no recommendations.*

Independent Contractors Scoring:

<u>Criteria</u>	<u>Score</u>	<u>Points Possible</u>
1. The District has contracts with all independent contractors.	1	1
2. The District requires all independent contractors to have sufficient insurance, indemnify the District, require the District is scheduled as an additional insured, and require the independent contractor's insurance to be primary and waive all rights of subrogation.	1	1
3. The District requires independent contractors to comply with Public Resource Code 5164 when applicable.	1	1
4. The District requires independent contractors to have mandated reporter training when applicable.	1	1
5. The District obtains the independent contractor's business license, and the contractor completes a W-9 Form.	1	1
Total	5	5

II. HUMAN RESOURCES

A. Job Descriptions

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

Recommendations: *There are no recommendations.*

Job Description Scoring:

<u>Criteria</u>	<u>Score</u>	<u>Points Possible</u>
1. A current log of job descriptions are maintained for all full-time and regular part-time positions.	1	1
2. Job descriptions clearly identify the essential functions necessary to perform the job.	1	1
Total	2	2

B. Screening and Review

CAPRI Member Districts have many programs and operations which involve our youth. Public Resources Code section 5164 prohibits special districts from hiring an employee or volunteer for a position having supervisory or disciplinary authority over any minor if they have been convicted of certain crimes. As such, CAPRI requires the conduct of a preemployment, criminal background check through the State Department of Justice for all employees and volunteers. At the same time, all Districts should comply with the California's Fair Chance Act which generally prohibits inquiries about criminal convictions before making a job offer to a prospective candidate. Districts are required to have all regular volunteers who are 18 years of age or older that have direct contact with and/or supervision of children for more than 16 hours per month or 32 hours per year undergo Mandatory Reporter Training. The District should have concussion training and have a boundary policy.

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

Screening and Review Scoring:

<u>Criteria</u>	<u>Score</u>	<u>Points Possible</u>
1. The District complies with PRC 5164 and retains appropriate documentation evidencing fingerprinting and background screening have been completed.	2	2
2. The District requires mandated reporting training and concussion training.	1	1
3. The District has a boundary policy.	1	1
Total	4	4

C. Post-Conditional Offer Preemployment Functional Capacity Examinations

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

Recommendations: *There are no recommendations.*

Post-Conditional Offer Preemployment Functional Capacity Exam Scoring:

<u>Criteria</u>	<u>Score</u>	<u>Points Possible</u>
1. Post-Conditional Offer Preemployment Functional Capacity Examinations are required for all full-time employees.	1	1
2. Candidates are informed that offer is conditional, based upon satisfactory exam.	1	1
3. Functional Capacity exam is not initiated until all background checks have been completed.	1	1
4. Results of exam are maintained in a manner that protects the employee's privacy.	1	1
Total	4	4

D. Employee Training Practices

The California Fair Employment and Housing Act makes specified employment practices unlawful, including the harassment of an employee directly by the employer or indirectly by agents of the employer with the employer's knowledge. In 2018, California's Senate Bill 1343 amended Government Code section 12950 *et seq.* to require an employer who employs five (5) or more employees, including temporary or seasonal employees, to provide at least two (2) hours of sexual harassment training to all supervisory employees and at least (1) one hour of sexual harassment training to all nonsupervisory employees once every 2 years. This training applies to all supervisory employees who are employed and to all new supervisory employees within six (6) months of their assumption of a supervisory position. Furthermore, for seasonal and temporary employees, the training should be completed within thirty (30) days after the hire date or within 100 hours worked, whichever occurs first. Districts should retain documentation of their supervisors' and employees' training. Special district board members must receive the required two-hour training within the first six months of taking office and then at least once every two years thereafter per Government Code 53237. Board Members should be current with ethics training per Assembly Bill 1234. The Districts should utilize online trainings, attend CAPRI webinars, and conduct trainings within their District.

Recommendations: *There are no recommendations.*

Employee Training Practices Scoring:

<u>Criteria</u>	<u>Score</u>	<u>Points Possible</u>
1. Non-Supervisors current with harassment training	1	1
2. Supervisors current with harassment training	1	1
3. Board Members current with ethics and harassment training	1	1
4. Utilizes online training i.e. Vector Solutions/CAPRI Webinars/Trainings within the District	1	1
Total	4	4

E. Cybersecurity Practices

In the face of sophisticated new threats, the use of appropriate cybersecurity practices has become increasingly important. Having a secure server is key since it is the heart of an organization's IT infrastructure. Employees should utilize safe IT practices such as locking their computers when not in use, recognizing phishing scams, and using strong passwords and multifactor authentication. Applications and security software should always be updated. Employees should avoid use of public WIFI while doing District business and instead connect via a private network or VPN. The District only has active and necessary accounts in use. Districts should have regular backups of their data in place and testing should be performed at least twice a year. Trainings on social engineering, phishing, general cybersecurity, and fraudulent transactions should take place. The District does not use software that is no longer supported.

Recommendations: *There are no recommendations.*

Cybersecurity Practices Scoring:

<u>Criteria</u>	<u>Score</u>	<u>Points Possible</u>
1. The District has a cybersecurity policy that reflects their practices and requires trainings to help utilize safe IT practices such as locking their computers when not in use, recognizing phishing scams, using strong passwords, and utilizing multifactor authentication.	2	2
2. The District has regular backups of their data and testing of their backups take place at least twice a year.	1	1
3. Employees use a private network or VPN while doing business work outside of the office and MFA is enabled.	1	1
Total	4	4

F. Employee Driving Record Management

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

Recommendations: *There are no recommendations.*

Employee Driving Record Management Scoring:

<u>Criteria</u>	<u>Score</u>	<u>Points Possible</u>
1. Maintains employee's current personal auto insurance who drive their personal vehicle for District business.	1	1
2. District has written procedures for unacceptable MVRs or loss of license. Policy is communicated	1	1
3. Maintains valid copy of California Driver's License on file if employee drives for District Business.	1	1
Total	3	3

G. Employee Handbook & Employment Counsel

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

Observations and Recommendations: *The Employee Handbook was updated in 2023. The District is working with Senior Employment Law Attorney, Patrick Sutton, to review and update their employee handbook.*

The District should continue to update their employee handbook.

Employee Handbook & Employment Counsel Scoring:

<u>Criteria</u>	<u>Score</u>	<u>Points Possible</u>
1. District has an Employee Handbook that is reviewed/updated on an annual basis.	1	2
2. District has Employment Counsel or uses CAPRI's Labor Law/Employment Services.	1	1
Total	2	3

H. Volunteers

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

Recommendations: *There are no recommendations.*

Volunteer Scoring:

<u>Criteria</u>	<u>Score</u>	<u>Points Possible</u>
1. The District has each of its volunteers complete an application which contains CAPRI-approved waiver and release language.	1	1
2. District Personnel supervise how, when, and where volunteer services are performed.	1	1
3. Management maintains a log of all volunteers.	1	1
4. The District has proper retention policy for volunteer documents.	1	1
Total	4	4

I. Employee Resources

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

Recommendations: *There are no recommendations.*

Employee Resources Scoring:

<u>Criteria</u>	<u>Score</u>	<u>Points Possible</u>
1. The District has access to the CAPRI Member Portal and is familiar with navigating the website.	1	1
2. District understands the reporting procedures for liability, property, and workers' compensation claims and uses CAPRI resources such as forms, manuals, and templates.	1	1
3. The District is familiar with the CAPRI Employee Assistance Program.	1	1
4. The District has Clinical Consultation and State and Federal labor law posters in the proper locations.	1	1
Total	4	4

III. PARKS, PLAYGROUNDS, & FACILITY MANAGEMENT

A. Safety Committee

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

Recommendations: There are no recommendations.

Safety Committee Scoring:

<u>Criteria</u>	<u>Score</u>	<u>Points Possible</u>
1. Safety Committee Meeting are held at no less than on a quarterly basis and minutes are timely sent to CAPRI within 30 days of the meeting date.	4	4
2. Safety Committee Membership represents their operations.	1	1
3. Facilities inspections reviewed by the Committee.	1	1
4. Post-loss analysis of patron and employee accident/near misses, if applicable, are reviewed by the Committee.	1	1
5. Evidence of follow-through on items discussed at meetings.	1	1
Total	8	8

B. Park and Facility Maintenance Practices

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

The District should have a regular, comprehensive maintenance plan and checklist for each District facility. Buildings should be inspected regularly to help prevent deferred maintenance. Parking lots and sidewalks should be maintained to prevent tripping hazards. Outside lighting should be inspected regularly to verify lighting is sufficient and in working order. Ballfields, courts, skateparks, etc. should be inspected on a regularly to ensure they are free and clear of hazards. Signage should be readable and properly displayed. Picnic tables, benches, bleachers, workout equipment, shade structures, etc. should be in good order and have no broken pieces that could cause injury. Equipment (i.e. tools) should be regularly inspected and Districts should have a Tag/Lock Out system in place. Districts should have a system for inspection and maintenance of trees. Trash receptacles should be in good condition and not overflowing. There should be no graffiti or rubbish in the park. Restrooms should be well maintained. The District should have a policy for vehicle maintenance and services.

Observations and Recommendations: *The District does not own any facilities. They have inspection of their equipment such as gymnastics, roller-skates, and fitness.*

Park and Facility Maintenance Practices-Continued

Park and Facility Maintenance Practices Scoring:

<u>Criteria</u>	<u>Score</u>	<u>Points Possible</u>
1. The District has a regular, comprehensive maintenance plan and checklist for each and every District facility.	N/A	N/A
2. The District inspects and maintains the trees.	N/A	N/A
3. District has a policy for vehicle maintenance and service and there is evidence of regular inspection.	2	2
4. Regularly scheduled inspection system and inspection forms are site and use specific. All repairs are documented and signed off.	1	1
5. District buildings are inspected regularly to help prevent deferred maintenance.	N/A	N/A
6. Parking lots and sidewalks are inspected regularly to prevent tripping hazards and are in good condition.	N/A	N/A
7. Outside lighting is inspected regularly to verify lighting is sufficient and in working order.	N/A	N/A
8. Ballfields, courts, skateparks, etc. are inspected regularly to ensure they are free and clear of hazards.	N/A	N/A
9. Signage should be readable and properly displayed.	1	1
10. Equipment (i.e. tools) should be regularly inspected. District uses Tag/Lock Out.	1	1
11. Picnic tables, benches, bleachers, workout equipment, shade structures, etc. are in good order and have no broken pieces that could cause injury.	1	1
12. Trash Receptacles are in good condition and not overflowing.	1	1
13. Restrooms are well maintained.	1	1
Total	8	8

C. Playgrounds

Our Playgrounds and the surface beneath them are essential for kids to play on at our parks. A comprehensive maintenance program should be developed for each playground to help prevent deferred maintenance. Districts should follow the manufacturer's maintenance instructions and recommended inspection schedules. If manufacturer's recommendations are not available, a maintenance schedule should be developed based on actual or anticipated playground use.

The District should conduct high-frequency inspections and low-frequency inspections. Repairs should be documented and fixed as soon as possible. Repairs and replacement of equipment should be completed following the manufacturer's instructions. Records of all maintenance inspections and repairs should be retained. Manufacturer's maintenance instructions and any checklist should be used and retained. The inspector should sign and date the inspection and repair forms. When inspection and repairs warrant closure of play equipment, the District takes action to secure the playground.

Play equipment should have sufficient surface material. Signs and labels posted in the playground area or on the equipment should give some guidance to supervisors as to the age appropriateness of the equipment. The play equipment should not have loose, incorrect, or missing parts. There should be no trip hazards such as concrete anchors, rocks, roots, etc. Playgrounds should be accessible. There should be a playground replacement schedule that includes the installation or recommended replacement date and there should be documentation of playground audits for each piece of playground equipment. Therefore, having a playground replacement schedule and/or failure to document the date new playground equipment is installed or replaced, reduces the level of dependability and suitability of the equipment.

Our parks should comply with:

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

Observations and Recommendations: *N/A – The District does not have playgrounds.*

Playgrounds -Continued

Playgrounds Scoring:

<u>Criteria</u>	<u>Score</u>	<u>Points Possible</u>
1. The District has a comprehensive maintenance program developed for each playground.	N/A	N/A
2. The District has a playground replacement schedule that includes the installation or recommended replacement date.	N/A	N/A
3. Playgrounds have sufficient surface material.	N/A	N/A
4. Play equipment does not have any loose, incorrect, or missing parts.	N/A	N/A
5. There are no trip hazards such as concrete anchors, rocks, roots, etc.	N/A	N/A
6. Low frequency and high frequency inspections are done and signed off by the inspector.	N/A	N/A
7. Maintains all documentation pertaining to playgrounds.	N/A	N/A
8. Manufacturer's maintenance instructions and recommended inspection schedules are followed.	N/A	N/A
9. Repairs and replacement of equipment are completed following the manufacturer's instructions.	N/A	N/A
10. Playgrounds are accessible.	N/A	N/A
Total	N/A	N/A

D. Life Safety

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

Recommendations:

The District should update their Heat Illness Prevention Program to include indoor regulations.

Life Safety Scoring:

<u>Criteria</u>	<u>Score</u>	<u>Points Possible</u>
1. SDS are current and readily available at the appropriate job sites.	1	1
2. Fire extinguishers currently tagged/certified.	1	1
3. First Aid kits stocked and readily available under California Regulation Title 8, § 3400 and AED available under California Health and Safety Code, § 104113.	1	1
4. Emergency exit lights are in working order and fire exits are clearly identified.	1	1
5. District completed a PPE assessment through a written certification process under CCR § 3380.	1	1
6. Emergency evacuation plans developed and are properly displayed.	1	1
7. Safety drills are conducted at least annually.	1	1
8. District has an Emergency Action Plan (California Code of Regulations, Title 8, CCR § 3220 and 3221.	1	1
9. The District has a Workplace Violence Prevention Program with annual training.	1	1
10. The District has both an Outdoor and Indoor Heat Illness Prevention Plan with annual training. (Outdoor Title 8 CCR § 3395 and Indoor Title 8 CCR § 3396)	0	1
Total	9	10

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

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

Observations and Recommendations: *The District contacted the owner of the building they Lease for their District Office and obtained the self-assessment and transition plan. The owner has completed some ADA upgrades within the last 12 months.*

The District should contact the owners of the buildings of The Old Gym, MCRPD Studio, and the fields at Mendocino High School for their self-assessment and transition plan.

ADA Implementation Scoring:

<u>Criteria</u>	<u>Score</u>	<u>Points Possible</u>
1. District has a Self-Assessment and Transition Plan.	2	3
2. District has a Coordinator for ADA and Section 504.	1	1
3. Coordinator verifies District’s website is ADA accessible.	1	1
4. The District has established procedures for good-faith interactive discussion if reasonable accommodation is indicted.	1	1
5. The District has Grievance Policy and Procedures in place.	1	1
6. The District has completed ADA upgrades in the last 12 months based upon their Self-Assessment and Transition Plan.	N/A	N/A
Total	6	7

F. Pool Safety Practices & Maintenance

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

Observations and Recommendations: *N/A - The District no longer uses Ohlson Recreation Center Pool at Sea Ranch for swim lessons.*

District Pools Scoring:

Criteria	Score	Points Possible
1. Pool(s) are adequately staffed for the number of pool users.	N/A	N/A
2. Lifeguards have received appropriate training and are properly certified.	N/A	N/A
3. Pool facility is well-maintained with no hazards.	N/A	N/A
4. Daily log of water condition which includes temperature, PH balance, movement and amount of chemicals added for that day.	N/A	N/A
5. Pool has appropriate and fully stocked First Aid Kit and AED and ADA lift.	N/A	N/A
6. There is proper signage.	N/A	N/A
Total	N/A	N/A

SITES VISITED

District Office

The District Office has moved to 100 North Main Street and is in the center of town of Fort Bragg. The building also has gymnastics with many types of programming.

Site Photos:



Mendocino High School

The District has an agreement with the high school to use their basketball courts, tennis courts, and fields for soccer and flag football.

Site Photos:



Old Rec Gym

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

Site Photos:



MCRPD Studios

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

Site Photos:





CONCLUSION & SCORING

Criteria	Score	Points Possible
Follow Up Items	1	1
Participant Agreement, Waiver, and Release Forms	5	5
Facility Use Agreements	12	12
Injury & Illness Prevention Program	5	5
Independent Contractors	5	5
Job Description	2	2
Screening and Review	4	4
Post-Conditional Offer Preemployment Functional Capacity Exam	4	4
Employee Training Practices	4	4
Cybersecurity Practices	4	4
Employee Driving Record Management	3	3
Employee Handbook & Employment Counsel	2	3
Volunteers	4	4
Employee Resources	4	4
Safety Committee	8	8
Parks and Facility Maintenance	8	8
Playgrounds	N/A	N/A
Life Safety	9	10
Americans with Disabilities Act (“ADA”)	6	7
Pool Safety Practices & Maintenance	N/A	N/A
Total	90	93

Your Cycle XX District’s score is 97% for a difference of +7% since Cycle XIX visit.

There were three recommendations made during this visit.

In accordance with CAPRI guidelines, we ask that the District respond in writing to the recommendations within 45 days of this letter.

Priority 1 should be addressed immediately.

Priority 2 should be addressed within the next 30 days.

Priority 3 should be addressed within the next 45 days.

Priority 1

None

Priority 2

1. *The District should continue to update their employee handbook.*
2. *The District should update their Heat Illness Prevention Program to include indoor regulations.*

Priority 3

3. *The District should contact the owners of the buildings of The Old Gym, MCRPD Studio, and the fields at Mendocino High School for their self-assessment and transition plan.*

Sincerely,

Kirk Andre, *Director of Safety and Risk Control*

August 14, 2026

Kylie Felicich – General Manager
Mendocino Coast Recreation and Park District
100 N Main St
Fort Bragg, CA 95437



RE: Proposal for Grant Writing Services for the Statewide Park Development and Community Revitalization Program

Dear Ms. Felicich,

The following fee table amends the budget for grant writing services for the Statewide Park Development and Community Revitalization Program (SPP). The budget has been amended to include community engagement support, such as development of community surveys and outreach materials.

ESTIMATED SCHEDULE OF FEES - GRANT APPLICATION		
<i>Statewide Park Development and Community Revitalization Program (SPP)</i>	Grant Writer	
Hourly Rate	\$160	
TASK	HOURS	TOTAL
1.0 Application Preparation		
1.1 Meetings	8	\$1,280
1.2 Information Collection	8	\$1,280
1.3 Community Engagement		
1.3.1 Survey and Outreach Material Development	12	\$1,920
1.3.2 Engagement Planning and Stakeholder Coordination	16	\$2,560
2.0 Application		
2.1 Application Form	1	\$160
2.2 Project Selection Criteria		
2.2.1 Critical Lack of Park Space	0.5	\$80
2.2.2 Significant Poverty	0.5	\$80
2.2.3 Climate Vulnerable Populations	0.5	\$80
2.2.4 Type of Project	0.5	\$80
2.2.5 Community-Based Planning	10	\$1,600
2.2.6 Employment or Volunteer Opportunities	6	\$960
2.2.7 Partnerships or Committed Funding	6	\$960
2.2.8 Environmental Design	8	\$1,280
2.2.9 Public Use Fees and Hours of Operation	4	\$640
2.2.10 Community Challenges, Project Benefits and Readiness	16	\$2,560
2.3 Community FactFinder Report & Certification Form	4	\$640
2.4 Authorizing Resolution Form	3	\$480
2.5 Grant Scope/Cost Estimate Form	-	-
2.6 Indirect Cost Rate Form	-	-
2.7 Budget Narrative	4	\$640
2.8 Funding Sources Form	2	\$320
2.9 Project Timeline Form	-	-

ESTIMATED SCHEDULE OF FEES - GRANT APPLICATION		
<i>Statewide Park Development and Community Revitalization Program (SPP)</i>	Grant Writer	
Hourly Rate	\$160	
TASK	HOURS	TOTAL
2.10 Applicant Capacity	1	\$160
2.11 Project Site Status	1	\$160
2.12 Concept Level Site Plan	-	-
2.13 Photos and Copyright License Agreement	4	\$640
2.14 Project Location Map	6	\$960
2.15 Conservation Corps Consultation Review	4	\$640
3.0 Final Review and Submittal		
3.1 Final Review and Application Submittal	8	\$1,280
3.2 Granting Agency Communications	8	\$1,280
TOTAL NTE BILLABLE HOURS/COST:	142	\$22,720

We appreciate the opportunity to continue serving the Mendocino Coast Recreation and Park District. Should you have any questions, please do not hesitate to contact Helen Maggitti at hmaggitti@interwestgrp.com / 619.972.7885 or Mark Riffey at mriffey@interwestgrp.com / 916.742.2454. If this proposal is acceptable, please sign where noted for a Notice to Proceed.

Sincerely,



Bill Evans
Senior Director of Professional Services
wevans@interwestgrp.com

Mendocino Coast Recreation & Park District

Accepted By: _____

Mendocino Coast Recreation and Park District

SUMMARY MINUTES

Regular Board of Directors Meeting

Wednesday, June 17th, 2026

4:00 P.M.

1.0 CALL TO ORDER

Call to order and rollcall at 4:03 P.M.

Board: Dave Shpak, Dana Vogeles, Craig Comen

Zoom - Zach Hayward & Angela Dominguez

Staff: Jamie Campione & Jennifer Saunders

Public: Paul Clark

2.0 APPROVAL AND ADOPTION OF AGENDA

Director Vogeles motioned to approve agenda as is. Director Comen seconded. Motioned carried.

3.0 PUBLIC PARTICIPATION, NON-AGENDA ITEMS

No Comments

4.0 STAFF REPORTS

4.1 District Manager Report Kylie Felicich

Director Shpak reminded the Board of the upcoming election for MCRPD Board seats. He also reported that the Mendocino Local Agency Formation Commission (LAFCo) is scheduled to review and adopt the Municipal Services Review (MSR) on July 6, 2026.

4.2 District Recreation Supervisor Report Jennifer Saunders

Saunders reported that the 2026 Flag Football season is about to begin. She noted strong coach participation and increased enrollment from Point Arena players

4.3 District Business Manager Jamie Campione

Written report in agenda packet.

5.0 OTHER REPORTS:

5.1 Friends of MCRPD -No report

5.2 South Coast – Director Shpak reported that renovations at Bower Community Park continue to progress. He noted that a subsequent project phase could build the proposed dog park and additional community-requested amenities. Director Hayward expressed enthusiasm about the progress and support for the planned improvements.

- 5.3 Mendocino Coast Botanical Gardens- *See General Managers report*
- 5.4 Personnel Committee – *No report*
- 5.5 District Services Committee – *A meeting for October was suggested*
- 5.6 Finance Committee – *Director Shpak reported that the Finance Committee reviewed the Budget, Balance Sheet and Profit and Loss Statement. Financials are tracking well, and the committee thanked staff for their work. The committee recommended approval of the FY 2026–2027 Budget.*
- 5.7 Board of Directors
Director Vogeles noted that flag football is fun and watching the girls getting in on the action is inspiring. Director Shpak reminds the Board to keep everyone in the loop about schedules and note meeting dates.
- 5.8 Capital Building Ad Hoc Committee – *No report*

6.0 DISCUSSION / ACTION

6.1 Progress update on the Municipal Services Review (MSR)

Director Shpak provided an overview of the Municipal Services Review process. He explained that one recommendation from LAFCo is for the District to consider divisional representation for Board members across the District. Director Shpak also noted that MCRPD continues to provide "gap services" that address unmet recreational needs throughout the community. Following the public workshop, minor revisions were made to the MSR, with final adoption scheduled for July 6, 2026. Director Shpak opened the item for public comment. No public comments were received.

6.2 Review, Discuss, and Consider Approval of the Mendocino Coast Recreation and Park District Fiscal Year 2026–2027 Budget.

Business Manager Campione presented an overview of the proposed FY 2026– 2027 Budget and noted that the District continues to grow while financial operations are becoming more stable.

Director Shpak thanked staff for their work and expressed appreciation for the District's positive financial trend and continued budget stabilization. He also highlighted the \$48,000 Special Projects allocation designated for work with Mendocino Unified School District and grant writing services.

Director Shpak opened the item for public comment. No public comments were received.

Director Shpak recommended adoption of the FY 2026–2027 Budget.

Motion: *Director Comen moved to approve and adopt the FY 2026–2027 Budget. Director Hayward seconded the motion.*

Roll Call Vote:

- Director Shpak — Yes
 - Director Dominguez — Yes
 - Director Vogeles — Yes
 - Director Comen — Yes
 - Director Hayward — Yes
- Motion carried Unanimously*

6.3 Review and Discuss Interwest Group Quotation to prepare a Statewide Park Program grant application to fund capital improvements at Bower Community Park

Director Shpak explained that the proposed Statewide Park Program Grant represents a competitive funding opportunity for continued improvements at Bower Park. He noted that the District has already invested successfully in the park and believes the project is well positioned, although grant funding cannot be guaranteed.

Director Shpak stated that the grant application timeline has not yet been announced and emphasized the importance of continued community input as the County and District plan future park amenities.

Director Hayward commented that future public outreach should be scheduled at times that are accessible for working families who regularly use the park.

Director Shpak opened the item for public comment. No public comments were received.

Motion: *Director Vogeles moved to accept the Interwest Group proposal and direct staff to proceed with the grant application process. Director Dominguez seconded the motion.*

Roll Call Vote:

- Director Shpak — Yes
 - Director Dominguez — Yes
 - Director Vogeles — Yes
 - Director Comen — Yes
 - Director Hayward — Yes
- Motion carried Unanimously*

6.4 Review, Discuss, and consider approval of transferring \$60,000 from Capital Reserve Fund to the general Operation Fund to accommodate short term cash flow requirement

Director Shpak explained that the District routinely experiences seasonal cash flow shortages during its busiest operating period, when expenses temporarily exceed incoming revenue. The proposed transfer represents a short-term internal loan that will be repaid to the Capital Projects Reserve Fund. Director Shpak opened the item for public comment. No public

comments were received.

Motion: *Director Vogeles moved to approve the transfer of \$60,000 from the Capital Projects Reserve Fund to the General Operating Fund. Director Comen seconded the motion. Director Vogeles moved to approve the transfer of reserve funds to the operating funds. Director Comen seconded the motion.*

Roll Call Vote:

Director Shpak — Yes

Director Dominguez — Yes

Director Vogeles — Yes

Director Comen — Yes

Director Hayward — Yes

Motion carried Unanimously

6.5 Review, Discuss and Adopt District Boundary Policy in compliance with CAPRI requirement

Director Shpak explained that adoption of the District Boundary Policy is necessary to maintain compliance with CAPRI requirements. The policy formalizes the District's existing best practices regarding boundaries.

Director Shpak opened the item for public comment. No public comments were received.

Motion: *Director Comen moved to adopt the District Boundary Policy as presented. Director Vogeles seconded the motion.*

Roll Call Vote:

Director Shpak — Yes

Director Dominguez — Yes

Director Vogeles — Yes

Director Comen — Yes

Director Hayward — Yes

7.0 CONSENT CALENDAR

7.1 Approval of Regular Board Meeting Minutes 5/20/2026

There were no questions or comments regarding the Consent Calendar.

Director Shpak opened the item for public comment. No public comments were received.

Motion: *Director Vogeles moved to approve the Consent Calendar as presented. Director Dominguez seconded the motion.*

The motion passed unanimously.

8.0 ADJOURNMENT

Next MCRPD Regular Board of Directors Meeting is scheduled to be held on August 19, 2026 at the South Coast Life Support District Training Room, 38901 Ocean Drive, Gualala, CA 95445.

Director Comen moved adjournment, Director Hayward seconded the motion. The motion passed unanimously.

Adjourn at 5:15 P.M.

Mendocino Coast Recreation and Park District

Agenda Summary Minutes

Finance Committee Meeting

Wednesday, June 17th, 2026, at 3:00 p.m.

Location:

Mendocino Coast Botanical Gardens Farmhouse

18050 Ocean Dr. Fort Bragg, CA 95437

1.0 CALL TO ORDER

Call to order and roll call at 3:03 p.m.

Board: Dave Shpak, Craig Comen

Staff: Jamie Campione

Public: None

2.0 PUBLIC PARTICIPATION, NON-AGENDA ITEMS

None

3.0 DISCUSSION / ACTION

- 3.1 Review and Discuss Current Profit & Loss Statement and Balance Sheet as of April 30th, 2026

The Committee reviewed the Balance Sheet and Profit & Loss Statement as of April 30, 2026. Director Shpak requested clarification regarding several revenue categories, including Leased Property Revenue, Programs and Activities, and Flag Football.

Following further review, the Business Manager clarified that the current QuickBooks subcategory structure will be updated to improve organization, consistency, and clarity in financial reporting. Outdated or inactive program categories will also be reviewed and updated or removed as appropriate to better reflect current District operations.

- 3.2 Discuss and Review Proposed Fiscal year 2026-2027 Annual Budget

Business Manager Campione provided an overview of the report and highlighted the \$48,000 budget line designated for potential special programs and grant opportunities. She also noted the District's significant financial recovery compared to the negative position reported in the prior year.

Director Shpak thanked staff for their hard work and expressed appreciation for the District's positive financial trend. Directors Comen and Shpak agreed to recommend that the full Board approve and adopt the report as presented.

4.0 ADJOURNMENT – 3:35 p.m.