



REGULAR BOARD OF DIRECTORS MEETING
Mendocino Coast Botanical Gardens
18220 North Highway 1
Fort Bragg, CA 95437
Wednesday, April 19th, 2017
5:30PM

Minutes

1.0 CALL TO ORDER

- Meeting called to order 5:30pm
- Members present: Cesat Yanez, Kirk Marshall, John Huff, Bill Hayes, Bob Bushansky

2.0 APPROVAL AND ADOPTION OF AGENDA

- A motion was made to approve and adopt the agenda as presented.
- M/S/C: Yanez/Bushansky/Unanimous

3.0 PUBLIC PARTICIPATION-NON AGENDA ITEMS

- Dan Keyes read a letter from Cyndi Barclay in regards to Kudos. It mentioned the importance of the program for her child's success in school. It has been extremely beneficial to her and her daughters home life. Her daughter is able to complete school work after school, leaving evenings open for family time.
 - Hayes mentioned why there are concerns for the program and how it is run. With the budget coming up the school is looking to cut the funding from KUDOS.
 - Huff said he went on a tour of Dana Gray and the Kudos program with Congressman Jared Huffman and learned that after school programs funding will most likely be affected by the current administration in Washington.

4.0 STAFF REPORTS:

4.1 MCRPD Activity Report

- Dan Keyes gave the monthly report.

4.2 CVSCC Performance Report

- Dan Keyes and Dede Lehnhardt gave the monthly report.
- Hayes requested to change the color of the lines on the graphs so they are uniform throughout the report.
- Dede also reported about a rescue at the pool performed by the lifeguards, a bystander who is a nurse, and front desk staff. She had suffered a heart attack and was able to be resuscitated due to the joint efforts of all involved.

5.0 OTHER REPORTS:

5.1 California Recreation Alliance

- Sarah Huff reported that they are still offering OHV classes during the weekends. The MOU between MCRPD and CRA needs to be renewed. As far as the grant applications for the HWY 20 property, there are some revisions that need to be made per the review of the application by the granters. The process is going along well and the District is in good shape. She also noted that it has been very nice to work with Dan. He has made progress with the property and it has been very enjoyable to work with him.
- 5.2 Friends of MCRPD
- Dan Keyes reported that the grant application and procedure are still a work in progress.
- 5.3 South Coast
- Beverly Flynn reported that she approached some gentlemen who are avid disc golfers and asked if they were interested in performing maintenance and oversight as property managers while they are there. They gladly agreed.
 - Swim lesson planning is in the process and they will offer them this summer at Sea Ranch.
- 5.4 Community Center of Mendocino
- Hilleary Burgess of CCM expressed his gratitude for the partnership in the grant application and look forward to seeing the results.
- 5.5 Mendocino Coast Botanical Gardens
- Botanical Gardens Director, Molly Barker, reported that the Gardens have submitted a grant application for improvements in the gardens. They are also looking to improve the farmhouse with a grant, however, they are still in the preliminary planning stages of the viability of the project. They will be informing MCRPD of any decisions regarding the farmhouse.
 - The gardens invited the board for a walk in the gardens in the near future.
 - Art in the gardens will be returning this year after a year hiatus.
- 5.6 Ad Hoc Area Funding Committee
- None.
- 5.7 Ad Hoc Regional Park Committee
- Bushansky would like a separate line item for the strategic planning ad hoc committee. In regards to the strategic planning, staff is working on 5 year projections for the minimum wage increase, planning on future grant proposals, projects, etc.. Also, there are plans to reach out to the community via a series of community meetings as an opportunity to gain feedback about types of things to offer throughout the district.
- 5.8 Personnel Committee
- Yanez reported they met on Tuesday to review an agenda item that will be visited on item 6.2.
- 5.9 District Services Committee
- None.

- 5.10 Finance Committee
- Hayes reported they had the preliminary review of the CVSCC budget, financials, claims, etc... Everything seemed to be normal.

- 5.11 Board of Directors
- None.

6.0 DISCUSSION/ACTION

6.1 CVSCC Leisure Pool Water Heater

- Dan gave the overview of the water heater issue and the immediate need for a replacement. The current boiler, when installed, had the wrong fuel injected and suffered some damage. Repairs were made but it has been an ongoing maintenance and a burden since the building was made. Replacement is the best route to take in order alleviate maintenance time and increase fuel efficiency. The funds are available this fiscal year with some reallocation of costs.
- A motion was made to approve the agenda item and pursue replacement of the Leisure Pool Boiler.
- M/S/C: Huff/Bushansky/Unanimous

6.2 MCRPD Employee Reclassification Request

- Keyes gave an overview of the proposed rate increases. Information has been gathered from the Koff Study as well as internal observations and found that in order to improve employee retention, the positions mentioned on the agenda item summary are all found to be imperative. Currently, the CVSCC is grossly understaffed, and in a hope to remedy the situation these wage increases are needed to sustainability.
- Bushansky agreed that this measure is necessary in order to recruit and retain staff.
- Staff department heads went over their needs for respective positions.
- Hayes wanted to note that he is skeptical about the lack of revenue projections matching the increased expenses. Dan replied that with the burden lifted off full time staff there can be more focus on program and revenue based development.
- Bushansky commented the numbers for CV Starr have been looking good, with revenue exceeding the budget and expenses coming in under. We have not yet hit a point where Hayes concern might be crucial.
- Beverly Flynn said that she doesn't think the lifeguard rate is enough, but understands that it's not fiscally viable.
- A motion was made to approve the salary range increase for the Guest Service Representative, Aquatic Recreation Leader and Lifeguard positions.
- M/S/C: Yanez/Bushansky/Unanimous

6.3 FY 17-18 CV Starr Community Center Budget

- Dan gave an introduction of the preliminary budget preparation.

- Jill went over the preliminary budget report.
- Hayes recommended that we table the preliminary budget and vote on it at a future special meeting in order to have more time to absorb.
- Dede said it is important to move forward with the proposed budget due to the future problems building up. These improvements are imperative for progress and sustainability.
- Direction was given to Dan to submit the preliminary budget to the City Finance Department and get feedback in time to hold a special meeting on April 27, 2017 at 4pm to approve the budget.

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 up under DISCUSSION/ACTION

7.1 Approval of minutes for board meetings and standing committees: Finance Meeting March 13th 2017, Regular Board of Directors Meeting March 15th 2017, Special Board of Directors Meeting March 20th 2017

7.2 Approval of financial documents, as recommended by the Finance Committee: MCRPD financial statement, February 2017; CVSCC financial statement, February 2017; CVSCC check register, February 2017; MCRPD claims, April 2017; and CVSCC claims, April 2017

- A motion was made to approve all items on the consent calendar except the finance committee minutes from April. They will be included in the next regular board meeting packet.
- M/S/C: Bushansky/Yanez/Unanimous.

8.0 ADJOURNMENT

- Meeting adjourned at 7:32pm