



REGULAR BOARD OF DIRECTORS MEETING

Westport Community Center

29400 Abalone Street

Westport, CA 95488

Wednesday, September 20, 2017

5:30 P.M.

MINUTES

1.0 CALL TO ORDER

- Meeting called to order at 5:30pm
- Board Members Present: Bob Bushansky, John Huff, Kirk Marshall, Bill Hayes. Cesar Yanez arrived at 5:35pm.

2.0 APPROVAL AND ADOPTION OF AGENDA

- A motion was made to approve the agenda with the changes of moving agenda item 7.3 from consent calendar to item 6.4
- M/S/C: Bushansky/Huff/Unanimous

3.0 PUBLIC PARTICIPATION-NON AGENDA ITEMS

- None.

4.0 STAFF REPORTS:

4.1 MCRPD Activity Report

- Dan Keyes gave the report.

4.2 CVSCC Activity/Performance Measures Report

- Dede Lehnhardt gave the report.
- The leisure pool basin condition was brought up during Dede's report and its deteriorating nature. It has started cracking and is needing to be filled. The IUP crew said if they need help patching the pool in the future to please contact them.

5.0 OTHER REPORTS:

5.1 California Recreation Alliance

- Sarah Huff said that they had two fire department classes at the Hwy 20 property. From the Boonville Fair CRA learned that there is a need to offer OHV classes on the South Coast in partnership with MCRPD.

5.2 Friends of MCRPD

- Dan Keyes reported of various scholarships that they have been able to provide.

5.3 South Coast

- No one present to report.

5.4 Community Center of Mendocino

- No one present to report.

5.5 Mendocino Coast Botanical Gardens

- Kirk Marshall said he had met with them earlier this afternoon. They are looking at items to work on such as trail maintenance and water quality improvement.

5.6 Ad Hoc Area Funding Committee

- Hayes said that to no activity in the committee has been taking place, the committee will

be disbanded until further notice.

5.7 Ad Hoc Regional Park Committee

- Huff said the planning contract came in, and the restoration grant should be coming in shortly. Dan has been making great leaps with the RFP's and getting all process solidified.
- Bushansky said that work should begin in the middle of October at the Regional Park property.
- Sarah Huff said that they will need to hire a consultant to update the Environmental Impact Report. That will provide guidelines and what can be done out there. Another study that needs to take place is an economic feasibility study. She also mentioned a grant for a boardwalk to be put in at the property in the pygmy area.

5.8 Ad Hoc Strategic Planning Committee

- Bushansky said they met in Gualala yesterday with Dan Keyes and Natalie Cottrell. About a dozen people showed up to speak about their thoughts. They mentioned they would like the JFK program down on the south coast. Many ideas came out, some more feasible than others. It was a very good meeting.

5.9 Personnel Committee

- Yanez said that they can talk about the personnel item in 7.3

5.10 District Services Committee

- None.

5.11 Finance Committee

- Bushansky and Hayes reported that the maintenance number for CV Starr was exceptionally low due to new drinking fountains not being ordered in the month of July. Also, the solar panels have evidently not been working and explains why the electric bill has been higher than usual. Dan said they will be having a technician to come out and assess the problem.
- Hayes said he would like to have a monitor set up at the front desk showing the energy statistics from the solar panels on the roof.
- Bushansky said they will be talking with the auditor about whether or not the check registers are necessary to include in the board packets.
- The COFB recently found that they had not billed CVSCC for property insurance in the last two years, so the claims show bills for FY1516, F1617 and this FY1718, so we are taking an unexpected hit.
- Bushansky said that the Kudos revenue should go in the previous fiscal year. When meeting with the auditor the finance committee will be present to address such questions.
- Bushansky said the MCRPD claims are normal for the month.
- The budget will be discussed in item 6.1

5.12 Board of Directors

- None.

6.0 DISCUSSION/ACTION

6.1 Adopt Resolution 17-06 approving the Final MCRPD Budget for FY 2017-2018

- Jill Rexrode went over the newest changes to the budget, which was adding the site coordinators back in, as well as adjusting the Cal-Recycle Grant amount.
- A motion was made to approve resolution 17-06 as written.
- M/S/C: Bushansky/Hayes/Unanimous

6.2 Adopt Resolution 17-07 approving a change in status: Ad Hoc Regional Park Advisory Committee

- A motion was made to approve resolution 17-07
- Marshall wanted to clarify that this resolution will not be affecting the current committee non-board members.
- There was no concern for this happening from the rest of the board.
- M/S/C: Bushansky/Marshall/Unanimous

6.3 Approve DRAFT Letter of Intent for Support and Cooperation Between MCRPD and Noyo Harbor District.

- A motion was made to approve the letter of intent for support.
- Huff stated that this letter of intent can be beneficial in building the relationship with the Harbor District by smoothing a way for MCRPD to host enrichment programs.
- Hayes clarified that this letter of intent will not obligate the District to provide any assistance on projects, but it is merely a letter stating cooperation and support for the Harbor District.
- Marshall added that this letter is a handshake in that we will be open to a relationship in the future. If the Harbor District keeps changing into a more recreational focus that a partnership in the future will be beneficial to MCRPD.
- M/S/C: Huff/Bushansky/Unanimous

6.4 Approval of personnel documents, as recommended by the Personnel Committee: job descriptions for the following; ASSETS Site Coordinator, KUDOS Site Coordinator, ASSETS Instructor and ASSETS Aide.

- Jill Rexrode went over the new job descriptions.
- Yanez and Marshall recommend that the job descriptions be approved.
- A motion was made to adopt and accept the new job descriptions
- M/S/C: Yanez/Bushansky/Unanimous

3.0 CONSENT CALENDAR

All items under the consent calendar will be acted upon in one motion unless a board member requests that an individual item be taken up under DISCUSSION/ACTION

3.1 Approval of minutes for board meetings and standing committees: 07-19-2017 Regular MCRPD Board of Directors Meeting Minutes, 08-09-2017 Ad Hoc Regional Park Committee Meeting Minutes, 08-09-2017 Special MCRPD Board Meeting Minutes, 08-16-2017 Finance Committee Meeting Minutes, 08-16-17 Regular Board Meeting Minutes, 08-16-2017 Ad Hoc Regional Park Committee Meeting Minutes, 08-30-2017 Ad Hoc Regional Park Committee Meeting Minutes, 09-06-2017 Ad Hoc Strategic Planning Committee Meeting Minutes, 09-16-2017 Special Board of Directors Meeting Minutes.

3.2 Approval of financial documents, as recommended by the Finance Committee: MCRPD financial statement, July 2017; CVSCC financial statement, July 2017; CVSCC check register, July 2017; MCRPD check register, July 2017; MCRPD claims, September 2017; and CVSCC claims, September 2017

3.3 Approval of personnel documents, as recommended by the Personnel Committee: job descriptions for the following; ASSETS Site Coordinator, KUDOS Site Coordinator, ASSETS Instructor and ASSETS Aide.

- A motion was made to approve items 3.1 and 3.2. Item 3.3 was moved to 7.3.
- M/S/C: Bushansky/Huff/Unanimous.

4.0 ADJOURNMENT

- A motion was made to adjourn.
- M/S/C: Bushansky/Marshall/Unanimous
- Meeting adjourned at 6:58pm