



**REGULAR BOARD OF DIRECTORS MEETING**  
**C. V. Starr Community Center**  
**300 South Lincoln Street**  
**Fort Bragg, CA 95437**  
**Wednesday, November 15, 2017**  
**5:30 P.M.**

**MINUTES**

**1.0 CALL TO ORDER**

Call to order and roll call

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

**2.0 APPROVAL AND ADOPTION OF AGENDA**

- The agenda was approved and adopted with no changes.
- M/S/C: Bushansky/Huff/Unanimous

**3.0 PUBLIC PARTICIPATION-NON AGENDA ITEMS**

- Lee Edmundson said he spoke with Kirk Marshall about what will be happening once the MCRPD was out of debt. In the conversation, the topic of rezoning the property was discussed. Edmundson provided the Planning and Building Services Fee Schedule for 2017 and the new fee schedule as of July 1, 2017. Edmundson encourages the board to pursue a solid plan for the property once they emerge from debt.

**4.0 STAFF REPORTS:**

4.1 MCRPD Activity Report

- Natalie Cottrell gave her report.
- She noted that the American Legion of Riders donated \$450 to support the 2<sup>nd</sup> grade swim lesson program, which will fund an entire class of 2<sup>nd</sup> graders participation in the program.

4.2 CVSCC Activity/Performance Measures Report

- Dede Lehnhardt gave her report.
- Kim was presented with an Outstanding Programs Award from BAPPOA. Kim was instrumental in providing Autistic Spectrum Swim Lessons to District residents at the CV Starr Center.
- Bill Hayes about the membership counts and if the facility has reached its maximum. Keyes said that it is possible that once the marketing push moves forward in the coming month the numbers should see the effects of that.
- Bushansky asked if we could get statistics on the MCRPD drop in programs. Carly Wells said she would get together with Natalie Cottrell and see if they could capture zip codes on the sign in sheets for the offsite programs.

**5.0 OTHER REPORTS:**

5.1 California Recreation Alliance

- Sarah Huff said they held their last class of the year out at the Hwy 20 property hosting 14 youth participants. The feedback for the plans at the property have been positive and public support and interest is being shown and is gaining

attention. MCRPD has been a very valuable partner to CRA in this endeavor.

- Bushansky asked if there were classes for adults. Sarah said there are if the CRA is contacted for that specific request.

#### 5.2 Friends of MCRPD

- Susan Larkin came and gave a little background of the Friends of MCRPD. The organization recently was given \$100,000 and they have decided to give out \$10,000 a year in scholarships for youth recreation programs. Most recently they have given out scholarships for swim lessons and basketball to youth participants in the community. Other than giving out scholarships, they are also helping fund new program development. The jars that were out at harvest market raised over \$1500 and those funds will be going to the second grade swim lesson program.
- Larkin also said that Mary Weaver had just passed away recently. She was former board member and instrumental in getting the sales tax measure passed to keep the operations going at the CV Starr Center. Larkin proposed getting Weaver recognition inside the Center for all her work for the District. This could be a joint effort between the MCRPD and Friends Of MCRPD.
- In addition, Larkin mentioned that the Friends of MCRPD is looking for more board members.
- Direction was given to staff to see what it would take to get the signage updated and proper recognition given.

#### 5.3 South Coast

- Beverly Flynn reported that they had a successful work day at the RCRC property. Using a backhoe, the petanque court area was flattened and holes were put in for the new disc golf course. They hope to do more work soon, but weather might be a challenge.

#### 5.4 Community Center of Mendocino

- No one present to report.

#### 5.5 Mendocino Coast Botanical Gardens

- Marshall reported that the season is winding down for visitors. They are gearing up for their annual gala and festival of lights event.

#### 5.6 Ad Hoc Regional Park Committee

- Bushansky noted that the committee was no longer Ad Hoc, but a standing committee.
- He also said the planning grant had been awarded for the restoration and the perimeter, and these will ensure the protection of the natural habitat and ecology of the property.

#### 5.7 Ad Hoc Strategic Planning Committee

- Bushansky said they will be setting up more meetings in the various towns up and down the District in order to gain input from the community on needs and desires in each respective area. Once all the information has been received, the board will have a retreat and plan the next 10 years of recreation services.

#### 5.8 Personnel Committee

- None.

#### 5.9 District Services Committee

- None.

#### 5.10 Finance Committee

- Bushansky reported that everything is looking good so far, however there were some issues with the formatting on the MCRPD income statement and a new corrected version had been provided to the board. CVSCC is doing good, generating more revenue than expected and having less expenses than

expected.

5.11 Board of Directors

- Hayes noted that in December there will be new board elections.
- Bushansky asked if the meeting could be changed to a different date, before the 20<sup>th</sup> of the month.
- Staff will look at different options and find a new date.

**6.0 DISCUSSION/ACTION**

6.1 CV Starr Community Center: Business Practices and Procedures Analyses

- Dan gave an overview of the business practices and procedures review done by Ginny Feth-Michel.
- Before her presentation, Ginny, on an unrelated noted, wanted to thank the MCRPD board and CV Starr Center for the relationship and hosting the orca in the lobby.
- Ginny provided a slideshow highlighting her findings. Discussion took place regarding the changes that should be made and changes that had already been made regarding the internal controls.
- The board gave a recommendation to staff to implement as many findings as possible and if there were issues then to come back to the board with reports on why recommendations are not being followed through with.
- Discussion on budget forecast and the fee schedule also took place between board members and Ginny, noting that it would be good to address the fee schedule as it had not been done since 2014. In addition, simplifying the fee structure is recommended.

6.2 Proposed CV Starr Community Center: Internal Signage Plan

- Dan went over the internal signage plan.
- The Color Mill was unable to attend tonight due to a family emergency.
- Huff asked if all the signs were ADA compliant and wanted reassurance that we would not be sued for noncompliance. A statement in writing was requested.
- A motion was made to approve the internal signage plan.
- M/S/C: Huff/Bushansky/Unanimous

6.3 EIR Regional Park California Environmental Impact Quality Act (CEQA) Compliance Services

- An overview of the proposal and prospective recipient for the CEQA study was given. They will be using the current EIR that MCRPD has in possession, update it and create new draft and final versions.
- Hayes said it was a shame that there was only one bid, but it is specialized work.
- A motion was made to approve the recommendation of the Regional Park Committee to award a contract to MIG, Inc., in the amount of \$135,014 for the provision of Environmental Impact Quality Act (CEQA) Compliance Services. This award is contingent upon receiving grant funds. Once this contingency has been completely satisfied, the Chair of the Board will have authorization to execute the contract.
- M/S/C: Bushansky/Huff/Unanimous

**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: 09-18-2017 Finance Committee Meeting Minutes, 09-20-2017 Regular MCRPD Board of Directors Meeting Minutes, 10-13-2017 Regional Park Committee Meeting Minutes, 10-18-2017 Regional Park Committee Meeting Minutes, 10-18-2017 Finance Committee Meeting, 10-18-2017 Regular MCRPD Board of Directors Meeting Minutes, 10-27-2017 Regional Park Committee Meeting Minutes, 11-01-2017 Regional Park Committee Meeting Minutes

7.2 Approval of financial documents, as recommended by the Finance Committee: MCRPD financial statement, September 2017; CVSCC financial statement, September 2017 2017; CVSCC check register, September 2017 2017; MCRPD check register, September 2017 2017; MCRPD claims, November 2017; and CVSCC claims, November 2017 MCRPD Balance Sheet September 2017, CVSCC Balance Sheet September 2017

- A motion was made to approve all items on the consent calendar.
- M/S/C: Bushansky/Yanez/Unanimous

### **Closed Session**

#### **8.0 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to Government Code Section 54956.9(b) (1 case)

- Closed session began at 7:27pm
- Direction was given to staff.

#### **9.0 ADJOURNMENT**

- Meeting adjourned at 8:10pm