



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

MINUTES

1.0 CALL TO ORDER

- Meeting called to order at 5:40pm
- Board Members Present: Cesar Yanez, Bob Bushansky, John Huff, Kirk Marshall
- Board Members Not Present: Bill Hayes

2.0 APPROVAL AND ADOPTION OF AGENDA

- A motion was made to approve the agenda with the addition of item 6.8 pertaining to the CV Starr Floor Drain Project.

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 Performance Report

- Dan Keyes gave the performance report.
- Donice Lehnhardt reported on the previous month activities.

5.0 OTHER REPORTS:

5.1 California Recreation Alliance

- None.

5.2 Friends of MCRPD

- Dan Keyes gave a report via a letter from Susan Larkin. Susan said that the Friends Of are working on cleaning up the application process for scholarships and grants.

5.3 South Coast

- Dan Keyes gave the report via a letter from Beverly Flynn. She stated that RCRC has been continuing to clean up brush and trees on the property. They are also working on obtaining grants for the disc golf course as well as the bike course.

5.4 Community Center of Mendocino

- None.

5.5 Mendocino Coast Botanical Gardens

- Marshall reported that recent discussion has been relating to the farmhouse and what to do with it. When a decision is made, the Botanical Gardens Board will come to MCRPD for approval.

5.6 Friends of MCRPD

- The report was given on item 5.2

- 5.7 Ad Hoc Area Funding Committee
 - None.
- 5.8 Ad Hoc Regional Park Committee
 - John Huff reported that he had met with the Captain of Chamberlain Creek and they are working on a quote to get the inmate crews out to the property to cleanup. The cleanup is part of the grant MCRPD is going for. Other various grant requirements are also being met such as obtaining and posting proper signage on the property. Quotes for security measures are also being pursued.
 - Sarah Huff added that they are beginning to get estimates for perimeter fencing and getting ready to submit the grant online.
 - John Huff showed a slideshow of his most recent visit to the Hwy 20 property which displayed new areas that he had explored, evidence of illegal off-road vehicle activity, neighboring property encroachment and more garbage dump sights.
- 5.9 Personnel Committee
 - None.
- 5.10 District Services Committee
 - None.
- 5.11 Finance Committee
 - Bushansky reported that the District is doing well but there are still outstanding debts so not be too excited. The CV Starr Center is looking good, with everything on schedule or exceeding expectations.
- 5.12 Board of Directors
 - None.

6.0 DISCUSSION/ACTION

- 6.0.1 Review a proposed job description and pay range for the position of Senior Customer Service Representative
 - A motion was made to approve the Senior Guest Service Representative job description with the salary range of \$12.41-15.09/hr.
 - M/S/C: Yanez/Marshall/Unanimous
- 6.0.2 Review a job description and proposed pay range for the position of Custodial Maintenance Worker II
 - A motion was made to approve the salary range increase from \$11.00-13.00/hr to \$14.39-\$17.50/hr.
 - M/S/C: Huff/Yanez/Unanimous
- 6.0.3 Reclassify the position of Administrative Assistant to Administrative Technician
 - A motion was made to reclassify the position of Administrative Assistant to Administrative Technician with a new salary range of \$16.29-19.79/hr.
 - M/S/C: Yanez/Marshall/Unanimous
- 6.0.4 Review a proposed salary range change for the position of Lifeguard.
 - A motion was made to approve the salary range increase for the position of lifeguard from \$10.50-12.00/hr to \$10.97-\$13.33/hr.
 - M/S/C: Huff/Marhsall/Unanimous
- 6.1 FY16-17 CVSCC Mid-Year Budget Adjustments
 - Anna-Kristina Rosenquist gave to midyear budget report.
 - A motion was made to approve the CVSCC FY16-17 midyear budget adjustments as presented.
 - M/S/C: Yanez/Huff/Unanimous

- 6.1.1 Proposed draft of the job description for the position of MCRPD Recreation Official.
 - A motion was made to approve the position of Recreation Official with a salary range of \$23.01-27.97/hr.
 - M/S/C: Yanez/Huff/Unanimous
- 6.1.2 Review a proposed job description and pay range for the position of Recreation Score/Time Keepers
 - A motion was made to approve the position of Recreation Score/Time Keeper with a salary range of \$12.11-14.72/hr.
 - M/S/C: Yanez/Huff/Unanimous
- 6.2 Resolution 17-03 FY16-17 MCRPD Mid-Year Budget Adjustments
 - Jill Rexrode gave the report
 - A motion was made to approve Resolution 17-03 MCRPD midyear budget adjustments as presented.
 - M/S/C: Yanez/Huff/Unanimous
- 6.3 Resolution 17-01: Authorizing a State of California OHV Planning and Restoration Grant
 - A motion was made to approve Resolution 17-01 authorizing the submittal of a State of California OHV Planning and Restoration Grant application.
 - M/S/C: Marshall/Huff/Unanimous
- 6.4 Resolution 17-02: Supports the planning and development process to create a sustainable OHV park.
 - A motion was made to approve Resolution 17-02 supporting the planning and development process for the creation of a sustainable OHV park.
 - M/S/C: Yanez/Huff/Unanimous
- 6.5 Financial Policy and Resolution regarding financial criteria for District partners.
 - A motion was made to direct staff to begin the development of a financial policy and resolution regarding financial criteria for future District Partners.
 - M/S/C: Yanez/Marshall/Unanimous
- 6.6 Strategic Planning
 - A motion was made to support the development of a strategic plan through the Ad Hoc Strategic Planning Committee.
 - M/S/C: Huff/Marshall/Unanimous
- 6.7 CV Starr Entryway: District Branding
 - A motion was made to authorize staff to move forward with the implementation of the CV Starr Entryway Branding Project.
 - M/S/C: Yanez/Huff/Unanimous
- 6.8 CV Starr Budget Amendment – Floor Drain Project
 - A motion was made to authorize a budget adjustment in the amount of \$53,795 from the CV Starr Enterprise Fund to provide the balance of the C.V. Starr Drain Improvement Project.
 - M/S/C: Marshall/Yanez/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: Meeting minutes, Regional Park AD HOC Committee Meeting, January 20, 2017; Meeting minutes, Special

Board Meeting, February 1, 2017; Meeting minutes, Regional Park AD HOC Committee Meeting, February 2, 2017

7.2 Approval of financial documents, as recommended by the Finance Committee: MCRPD financial statement, December 2016; CVSCC financial statement, December 2016; CVSCC check register, December 2016; MCRPD claims, February 2017; CVSCC claims, February 2017

- A motion was made to approve all items on the consent calendar with one revision to the Regional AD HOC committee meeting on January 20, 2017 changing the maximum funding limit of \$1,000,000 per project to the actual amount of \$1,500,000.
- M/S/C: Huff/Yanez/Unanimous

ADJOURNMENT

- Meeting adjourned at 8:02 pm.