

**REGULAR BOARD OF DIRECTORS MEETING**  
**Remote Meeting**  
**Wednesday, October 19, 2022**  
**5:30 P.M.**

**AGENDA**

**PLEASE TAKE NOTICE**

DUE TO THE PROVISION OF THE GOVERNOR'S EXECUTIVE ORDERS N-29-20 WHICH SUSPEND CERTAIN REQUIREMENTS OF THE BROWN ACT, AND THE ORDER OF THE HEALTH OFFICER OF THE COUNTY OF MENDOCINO TO SHELTER IN PLACE TO MINIMIZE THE SPREAD OF COVID-19, THE MCRPD BOARD WILL BE PARTICIPATING BY TELECONFERENCE IN THE REGULAR SEPTEMBER MEETING SCHEDULED FOR OCTOBER 19, 2022.

In compliance with the Shelter -in-Place Orders of the County and State, this meeting will be closed to the public. The meeting will be accessible to the public via the following URL and sign in code.

- Meeting URL:  
<https://us02web.zoom.us/j/85653662920?pwd=S2dlU01LS2w4MVp0UjFuVS9yRGxwZz09>
- The meeting ID: 856 5366 2920  
Password: 151944  
People who are calling in: Audio conferencing participant will need to call (415) 762-9988 or (646) 568-7788 and follow the verbal direction.

Public Comment regarding matters on the Regular Board of Directors Meeting Agenda be made by attendees at the teleconference meeting or may be made written and sent to Carly Wells, MCRPD/CVSCC Administrative Supervisor: [cwells@mcrpd.us](mailto:cwells@mcrpd.us) at any time prior to the scheduled meeting. Written comments may also be delivered by using the USPS to 300 S Lincoln St Fort Bragg CA 95437. All comments received prior and during the meeting will be read aloud. The Board is prohibited from discussion or acting on matters not on the agenda but may briefly respond or ask a question for clarification (Government Code 54954.2).

The District appreciates your patience and willingness to protect the health and wellness of our community. If you have any questions regarding this meeting, please contact the Administrative Supervisor by phone at (707) 964-9446 Ext. 106 or by email at [cwells@mcrpd.us](mailto:cwells@mcrpd.us).

**1.0 CALL TO ORDER AND ROLL CALL**  
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 done 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 a total time for public input on a particular issue is limited to 20 minutes (Government Code 54954.3). The Board is prohibited from discussion or taking action 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 Administration Report (Moneque Wooden)
- 4.2 Maintenance Report (Paul Kelley)
- 4.3 Guest Services Report (Carly Wells)
- 4.4 Recreation Services Report (Kimberly Ramey)

**5.0 OTHER REPORTS:**

- 5.1 Friends of MCRPD
- 5.2 South Coast
- 5.3 MECCA
- 5.4 Mendocino Coast Botanical Gardens
- 5.5 Personnel Committee
- 5.6 Regional Park Committee
- 5.7 District Services Committee
- 5.8 Finance Committee
- 5.9 Board of Directors

Each Agenda item consists of the following steps to be carried out by the Board Chair in the subsequent order. 1) Announces agenda item by number and states the subject. 2) Staff Reports or Presentations. 3) Receive Board questions and requests for clarification 3) Receive public comments. If action is to be considered, then 4) Motion and second from the Board. 5) Moderates a discussion of the item until a final motion is ready for a vote or other disposition

**6.0 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

6.1 Approval of minutes for board meetings and standing committees: 09-21-2022 Regular Board Meeting Minutes

6.2 This legislative body previously adopted Resolution No. 21-04, authorizing this legislative body to conduct remote “telephonic” meetings. Government Code 54953(e) (3) authorizes this legislative body to continue to conduct remote “telephonic” meetings provide that it has timely made the findings specified therein. “The Mendocino Coast Recreation and Park District Board of Directors reconsidered the circumstances of the state of emergency declared by the Governor and at least on one of the following is true: (1) The state of emergency, continues to directly impact the ability of the members of this legislative body to meet safely in person; and/or (2) State or local officials continue to impose or recommend measures to promote social distancing”.  
AB 361 – Brown Act – Remote Meetings During State of Emergency

## **7.0 ADJOURNMENT**

### **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 Moneque Wooden, District Administrator, 300 South Lincoln St., Fort Bragg, CA 95437.

*PLEASE NOTE:* District agendas are posted at least 72 hours in advance of Regular Board of Director’s meetings at the District Office, C. V. Starr Community Center, 300 South Lincoln Street, Fort Bragg, California and at mendocoastrec.org. District agendas are emailed to individuals upon request at least 72 hours in advance of regular meetings.

## Administrative Report

Submitted by Moneque Wooden, District Administrator

October 2022

Due to short staffing for various reasons, I have been backing up lifeguards a great deal for the past two weeks. It's been a bit of a challenge to juggle everything, but thanks to everyone working together we are making it through. A lifeguard class is taking place October 12<sup>th</sup> – 16<sup>th</sup>. We hope to have four more lifeguards after this class. Two of them will be our new Recreation Coordinator's: Heidi and Zack.

I continue to work with the City of Fort Bragg on handing off all the finances for the CV Starr. Once this transition is complete, it will be a relief for us all. During this time, I have continued the finances on the MCRPD side of things. Once everything is smoothed out, I will take a closer look at the needs of the District.

I am expecting FBUSD to be presenting MCRPD with a new MOU soon regarding their changing afterschool program. The fine details are being worked out now.

The Center will be shutting down both pools on October 24<sup>th</sup>, 25<sup>th</sup> & 26<sup>th</sup>. The pools will be getting a new BECS system and the water slide will be getting bolts replaced.

Lastly, Staff has been working very hard in between their normal duties to prepare for the Annual Trunk-or-treat, which takes place in the CV Starr parking lot. Many staff members will also be traveling to the South Coast on October 26<sup>th</sup> to put on the Harvest Carnival. This was a big success last year and a lot of fun.

C.V. STARR COMMUNITY CENTER  
MAINTENANCE REPORT  
October 13, 2022

SUBMITTED BY Paul Kelley

Receiving quotes and finishing projects.

Our Watt stopper lighting control project for the most part is finally complete, the electricians have installed all the equipment related to the project but have a few loose ends to wrap up this Friday the 14<sup>th</sup>. So far, we are very happy with the new equipment.

Our VFD project is also Still underway, we have recently received quotes for this replacement project and have submitted the quotes to the city. We are now waiting for the city to finalize a contractor and then the permits. The last step will be a starting date.

Maintenance has successfully rebuilt our second HVAC circulation pump; we are happy to report it is working great.

Maintenance staff has started receiving quotes for our Domestic hot water replacement project, our existing system is ready to be replaced. After talking with a few of the companies submitting quotes we should be receiving equipment (Boilers) that are 98 % efficient, this means all the heat generated by the boiler goes to heating the water and very little if any heat is wasted.

Maintenance staff has also started receiving quotes for our flat-roof project. Part of the roofing system here at the center is flat and needs to be covered, although most of the roofing on the flat roof looks like it's in good shape, we do occasionally get pockets of water that form under the existing roof membrane. We are also exploring the possibility of having a roofing company apply a sealant over our existing roof. All options are being explored.

Maintenance staff is always working small projects around the center and constantly monitoring all our existing equipment.

Paul Kelley  
Maintenance Supervisor  
C. V. Starr Community Center  
Mendocino Coast Recreation and Park District  
707-964-9446 .104

## Guest Services Report

Submitted by Carly Wells, Administrative Services Supervisor

October 2022

Labor Day weekend, the last big weekend of summer included several events that took place at and on the CVSCC property. CVSCC hosted a log rolling contest, MCRPD hosted the very popular Paul Bunyan Days Kiddie Games, the field was rented out for a large craft fair and the Dog Park was utilized for the Ugley Dog Contest. We had a lot of people check out the Center, grab schedules and activity guides.

Front Desk staff have been preparing to participate in the Trunk-Or-Treat event. This year you will catch the front desk dressed staff up as Scooby Doo characters hanging out around the MCRPD Van that will be turned in the "Mystery Machine."

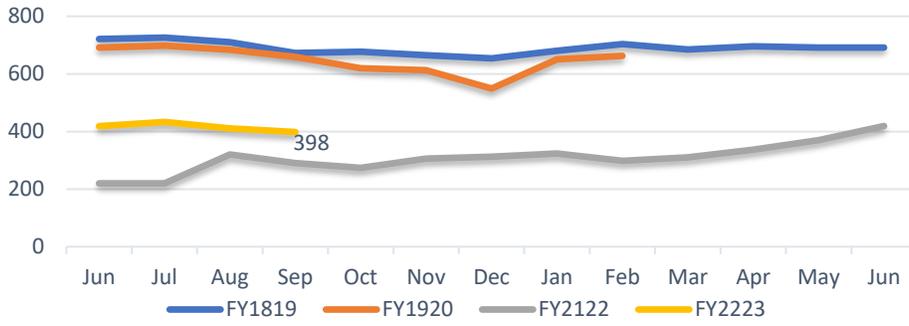
We hosted five birthday parties in August: two during swim, slide, splash times and three private parties, also one field trip.

September was a bit challenging staffing the aquatics side of the facility and we ended up having to cancel a field trip, close the pools early a few days, and adjust the morning hours slightly. For the most part members are understanding. We were able to communicate the issues with staffing and encouraged patrons to send us people who they think might be interested in becoming a lifeguard.

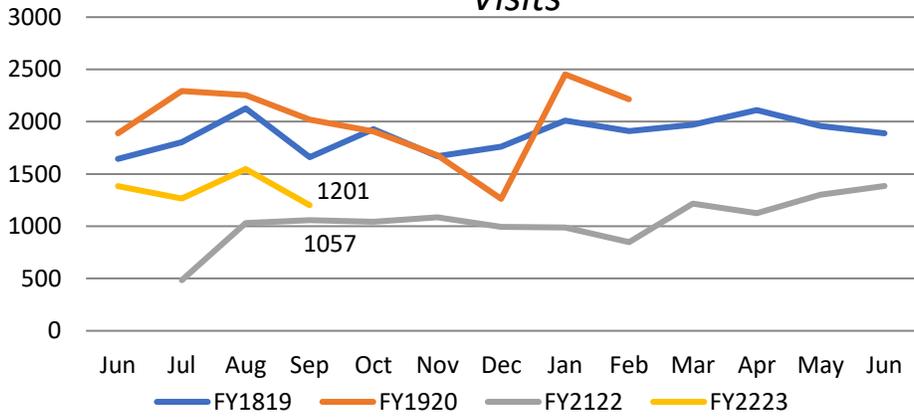
I have been working with the City of Fort Bragg by preparing deposits from the CVSCC. The deposits then get picked up or taken over to the COFB building for processing.

We have started to prepare for the return of the Aquathon. This year we hope to raise \$10,000 to be used for the second grade swim lesson program.

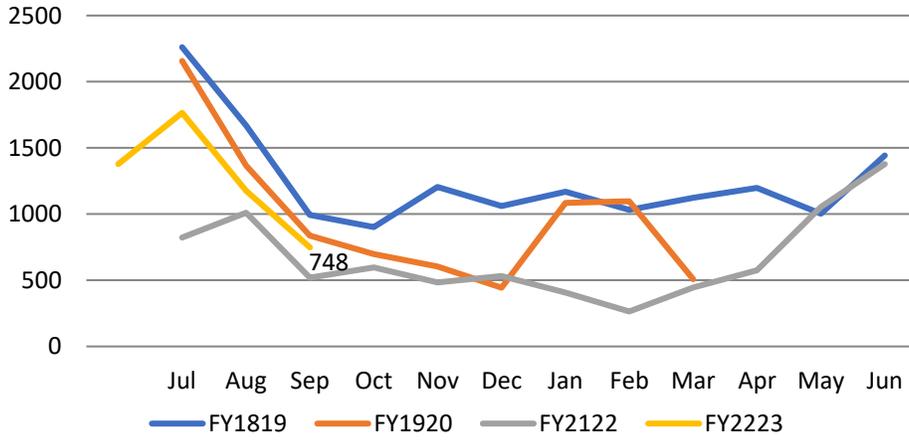
### Active Memberships (not including Punch Pass Style or Silver Sneakers/ Renew Active)



### Silver Sneakers, Prime and Renew Active Visits



### Day Passes Sold



## Recreation Services Report

October 2022

Submitted by Kimberly Ramey, Recreation Supervisor

### Enrichment:

September was a slower month for enrichment programs. We did our Archery class in the south coast with four participants. Jazz and Ballet classes continue to do well with the younger kiddos. I taught a full CPR class. Our Kayaking the river classes did not have enough sign ups to go unfortunately. Our Men's basketball program also only had one team signed up, so we did not have enough participation for it to go. We had another Sharks and Mermaids class on the 24<sup>th</sup> of September which had full participation. Swim Lessons continue to be our highest attended enrichment program with full class rosters every time.

Fitness: Tyler has started teaching a weight bar classes on Tuesdays and Thursdays and we hope this class will grow in attendance over time. Class numbers in general have been pretty steady. We just hired on a spin instructor who will be teaching two nights a week. This person can sub for Zumba classes as well.

### Aquatics:

Our Aquatics department is still struggling with multiple staff out either due to injury or illness. Ellie is currently teaching a lifeguarding class that has five participants including our two new Recreation Coordinators. I do see hope in our future with these five new certified Lifeguards. Ellie and I both had the opportunity to take some much-needed days off. I would like to thank all department staff who helped work together to make this possible. The pool has been pretty busy on the weekends and the staff we do have on are doing an amazing job keeping up with the demand. I will know soon if the Water Safety Instructor Trainer class I signed up for is 100% going to run. There is a chance it may not be due to lack of registration. This academy has been difficult to get into, but it will be greatly beneficial to the center with the certification I will be bringing back. I am extremely excited to make this happen for C.V. Starr!

AGENDA ITEM SUMMARY

AGENDA ITEM:

6.0 Consent Calendar

PREPARED BY:

Carly Wells, Administrative Services Supervisor

ATTACHMENT(S):

- 08-30-2022 Special Board of Directors Meeting Minutes

EXPLANATION:

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

8.1 Regular Board of Directors Meeting Minutes 09-21-2022

8.3 This legislative body previously adopted Resolution No. 21-04, authorizing this legislative body to conduct remote “telephonic” meetings. Government Code 54953(e) (3) authorizes this legislative body to continue to conduct remote “telephonic” meetings provide that it has timely made the findings specified therein. “The Mendocino Coast Recreation and Park District Board of Directors reconsidered the circumstances of the state of emergency declared by the Governor and at least on one of the following is true: (1) The state of emergency, continues to directly impact the ability of the members of this legislative body to meet safely in person; and/or (2) State or local officials continue to impose or recommend measures to promote social distancing”. AB 361 – Brown Act – Remote Meetings During State of Emergency

FISCAL IMPACT:

None

ALTERNATIVES:

None

RECOMMENDED ACTION:

Carry a motion to approve all items included on the October 19, 2022, consent calendar.

MOTION:

*(This motion language is provided only as sample language for the recommended action. It is the sole determination of the individual members of the board as to whether this language is used.)*

I **move** to approve all items included on October 19, 2022, consent calendar.

Motion made by (Board Member): \_\_\_\_\_

Second made by (Board Member): \_\_\_\_\_

Discussion

Vote

Carried?

Yes

No

Unanimous

By majority

Voted against: \_\_\_\_\_

Abstained: \_\_\_\_\_



**REGULAR BOARD OF DIRECTORS MEETING**  
**Remote Meeting**  
**Wednesday, September 21, 2022**  
**5:30 P.M.**

**MINUTES**

**PLEASE TAKE NOTICE**

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- Meeting URL:  
<https://us02web.zoom.us/j/89788197526?pwd=MTBRYy9TTTC8xWXdjZ1VQTWIFUkV4UT09>
- The meeting ID: 897 8819 7526  
Password: 546727
- People who are calling in: Audio conferencing participant will need to call (415) 762-9988 or (646) 568-7788 and follow the verbal direction.

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**1.0 CALL TO ORDER AND ROLL CALL**

- Meeting called to order at: 5:31pm
- Board members present: Leslie Bates/Barbara Burkey/Angela Dominguez/John

- Huff
- Board members absent: Bob Bushansky

## **2.0 APPROVAL AND ADOPTION OF AGENDA**

- The agenda was approved with no changes.
- M/S/C: Bates/ Huff/Unanimous
- Yeyes: All
- Absent: Bushansky

## **3.0 PUBLIC PARTICIPATION-NON AGENDA ITEMS**

- None

## **4.0 PUBLIC PARTICIPATION-CLOSED SESSION ITEMS**

- None

### **Please Take Notice**

At this time, the MCRPD Board of Directors will go into a closed session breakout room. Members from the public and staff who are not participating in closed session will be in the other break out room. When the closed session is over all participants will re-renter the general meeting. Only authorized participants will be placed into the closed session breakout room.

## **5.0 CLOSED SESSION:**

5.1 CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Gov. Code 54956.8); Property: 30900 W. State Highway 20; 19671 Summers Lane, Fort Bragg, CA 95437; Negotiating Parties: City of Fort Bragg CA. Under negotiation: Price and Terms

- Board members have decided to move forward with the City of Fort Bragg.

## **6.0 STAFF REPORTS:**

6.1 Administration Report (Moneque Wooden)

- Wooden gave her report

6.2 Maintenance Report (Paul Kelley)

6.3 Guest Services Report (Carly Wells)

- Wells gave her report

6.4 Recreation Services Report (Kimberly Ramey)

- Wooden shared the report for Ramey

## **7.0 OTHER REPORTS:**

7.1 Friends of MCRPD

- Nothing to report

7.2 South Coast

- The South Coast was unsuccessful in receiving a grant for the property and is looking forward to having the South Coast Halloween Carnival

- with MCRPD in October.
- 7.3 MECCA
  - Nothing to report
- 7.4 Mendocino Coast Botanical Gardens
  - An all-day retreat was offered for board members and staff, the Art in the gardens was a success and the Festival of Lights will be coming up. The Mendocino Coast Botanical Gardens is currently looking for board members.
- 7.5 Personnel Committee
  - Nothing to report
- 7.6 Regional Park Committee
  - Nothing to report
- 7.7 District Services Committee
  - Nothing to report
- 7.8 Finance Committee
  - Nothing to report
- 7.9 Board of Directors
  - Nothing to report

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## **8.0 CONSENT CALENDAR**

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8.1 Approval of minutes for board meetings and standing committees: 08-17-2022 Regular Board Meeting Minutes; 08-17-2022 Finance Committee Meeting Minutes; 8-30-2022 Special Board of Directors Meeting Minutes

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this legislative body to meet safely in person; and/or (2) State or local officials continue to impose or recommend measures to promote social distancing”.  
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- I move to approve the September 21 consent calendar as presented.
- M/S/C: Bates/Dominguez/Unanimous
- Yeyes: All
- Absent: Bushansky

## **9.0 ADJOURNMENT**

- Meeting adjourned at: 6:24pm

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