



REGULAR BOARD OF DIRECTORS MEETING
Remote Meeting
Wednesday, November 16, 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 NOVEMBER 16, 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/89125725149?pwd=SVpQdGhFbHIPd2RPbHZXT01wU2h4dz09>

- The meeting ID: 891 2572 5149
- Password: 191545

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 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.

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

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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

November 2022

October was an extremely busy month for both the Starr Center and MCRPD. We held many events for the District during this time. I, along with many staff members traveled to Gualala for our 2nd annual Halloween Carnival. The day was filled with lots of fun and excitement. Although we were unable to hold our annual pumpkin splash due to technical problems with our pools, we were able to take part in the “Magic Market” hosted by the City of Fort Bragg. I am told they would love to see us back next year. To end the month MCRPD and the Center hosted the annual Trunk-or-Treat event. I would like to give a big shout out to of the staff who worked so hard on all of these events and a special thank you to all of the volunteers who helped make these events possible.

I have met several times with the City of Fort Bragg this past month. The handing off of finances is slowly getting smoother. Preparations for the 21/22 fiscal year are underway. Once the audit is done, we all hope to find some time to sit down and come up with a game plan moving forward. The City and I continue to work with WestAmerica Bank to come up with an acceptable proposal for all.

For months now, I have been working with FBUSD regarding what the new afterschool program might look like. The new program, Expanded Learning Opportunities program (ELO-P) falls under California Department of Education (CDE), at this time and because of this MCRPD will not be able to partner with FBUSD on ELO-P program. Being a part of the new program would cause to great of exposure for the District. I met with both Mr. Aldridge and Wendy Boise to go over these new findings. FBUSD is currently working on a new plan to get the ELO-P program started.

I had been holding off hiring some part-time accounting help until I had a better picture of the time involvement that the ELO program would require. Since it doesn't appear that MCRPD will be able to partner with FBUSD on the program, I am currently looking into other options for help.

Lastly, I would like to recognize and give special thanks to Board Member, Leslie Bates. Leslie has served our District since January 2018. She has been instrumental in helping create new and stronger bonds with the South Coast. Staff have been able to count on her to help open new doors. It has been my personal pleasure to work with her. As a new District

Administrator, I have valued both her input and help. Thank you, Leslie, for all you have done for the District and the communities we serve.

Happy Thanksgiving to everyone. May your day be filled with love and gratitude

C.V. STARR COMMUNITY CENTER
MAINTENANCE REPORT
November 8, 2022

SUBMITTED BY Paul Kelley

Receiving quotes and finishing projects.

BIG BIG news, our pools are back up and running and our new BECS water balancing equipment is working correctly. We are monitoring this new equipment daily and making small adjustments as we go, so far so good.

Our Watt stopper lighting control project has finally been completed 100%, we are very happy with the new equipment.

Maintenance Staff has just started receiving quotes to replace our ageing UV (ultraviolet) system, although our existing system is still working several internal parts have been discontinued, time to upgrade.

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 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.

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

November 2022

October was another enrichment registration month. Registration opened for swim lessons, youth basketball, and several other youth programs. As always swim lessons filled very quickly, we have people in person, the phone ringing nonstop, as well as people registering online resulting in some classes filling within minutes. This session we were able to find another instructor and expand swim lessons getting almost everyone off the wait list and into a class. The dance and art classes continue to be popular as well. Youth Basketball sign ups have been a bit slower than last year, but we are getting close to filling up and I anticipate that we will by the time registration closes.

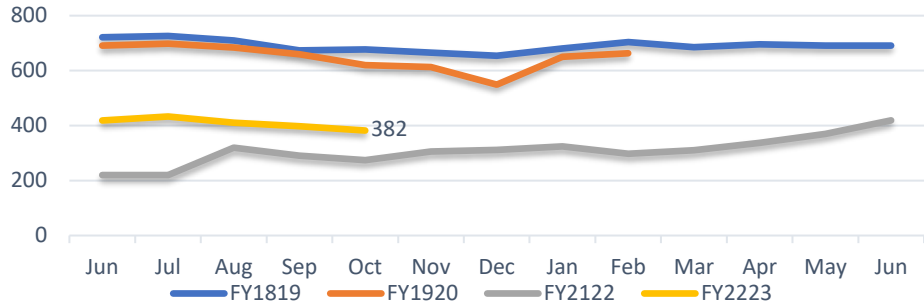
Our pools closed expectedly for three days for a system installation, but we ended up closing two weeks due to the installation not going as planned. Members were bummed but understanding. I utilized several methods of outreach to keep the public updated about the closures and received positive feedback about the communication as well as several email replies with positive messages for staff noting that they knew that we were doing everything we could to get the pools back in working order.

Due to the pool closure we had to cancel our very popular pumpkin splash. We were able to pivot and make a positive out of the situation. The City of Fort Bragg and Visit Fort Bragg were hosting the Magic Market on the same day our pumpkin splash would have been and we were able to join their festivities; we brought all the donated pumpkins down and hosted a pumpkin decorating station. Aquatics and Program staff did a great job!

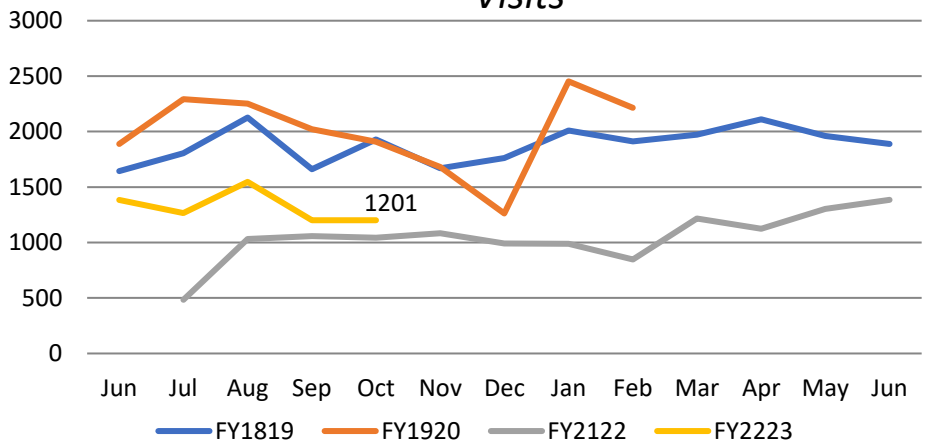
The Trunk-Or-Treat event was another great success this year. We already have people inquiring about joining us next year in putting together candy distribution stations. Front Desk staff had a great time decorating and dressing up as the Scooby Doo cast. We had some left-over treats that we passed out to members the following week.

We hosted five birthday parties in October and had to cancel one due to the extended pool closure.

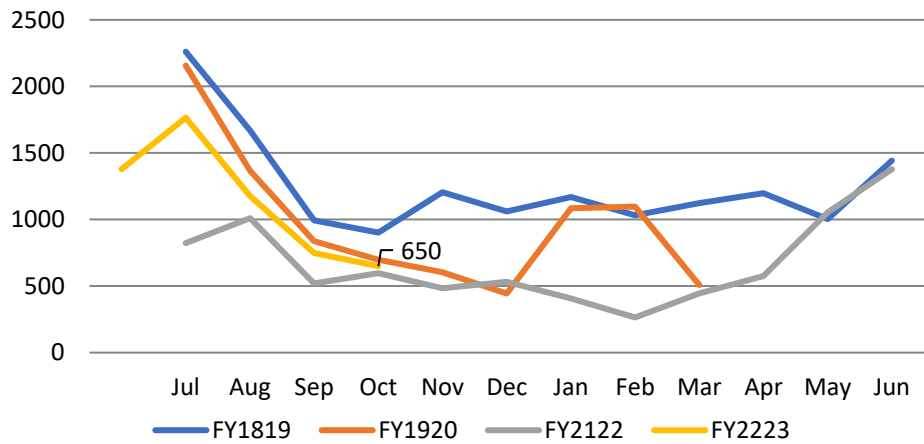
Active Memberships (not including Punch Pass Style or Silver Sneakers/ Renew Active)



Silver Sneakers, Prime and Renew Active Visits



Day Passes Sold



Recreation Services Report

October 2022

Submitted by Kimberly Ramey, Recreation Supervisor

Enrichment:

October was such a busy and fun month! We had one session of swim lessons completed but the second session unfortunately was not able to start on time due to the complications with our Bacs 5 system install. Our Mural class with Robin ended and Robin is now offering a kids open art studio with full attendance. Our dance sessions have all had enough participation to run the classes. We incorporated our Jazz and Ballet into a combo class to get this program for the older kids to be successful. We finished the month with three events that were not only successful with last minute changes and having to make new arrangement due to the pool being down but also a wonderful learning experience for our two new coordinators with big events. I am more than proud of our team and the hard work they put into these events. We started these events with the South Coast Carnival which had lower attendance than last year followed by our Pumpkin Splash that had to be quickly changed to the Magic Market due to the pools being down. We finished the Halloween fun with our annual Trunk-or-Treat. Our coordinators, with the help of Carly and her team hit these events out of the park!

Fitness: Fitness numbers are doing well, and we are so excited to have a live spin instructor again. Her class numbers have doubled just in the last week! We are still working on getting a few instructors trained to take on a few more weight bar and aqua classes. Our fitness department is running smooth.

Aquatics:

Aquatics is looking up from the last board report I presented. We have our two new coordinators along with two new additional lifeguard staff who all got lifeguard certified in the last course taught at C. V. Starr. This has really helped balance the short staffing issues we have been having. We also have had three of the four staff who were out with medical issues return which has been a huge help. We will be offering another Lifeguard class in December in hopes of continuing to build staff. With that said if you know anyone who is interested, please send them my way. I leave this Saturday to take my trip to Fontana CA to acquire my WSIT (Water Safety Instructor Trainer) certification and I am eager to bring back this critical information and share it with my staff and get our swim instructors Red Cross Certified to teach swim lessons. This certification has not been held by an employee here at C.V. Starr since Ethan was our director in 2015. Overall I can say I am happy to report this month that in all departments things are looking bright.

AGENDA ITEM SUMMARY

AGENDA ITEM:

6.0 Consent Calendar

PREPARED BY:

Carly Wells, Administrative Services Supervisor

ATTACHMENT(S):

- 10-19-2022 Regular 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

6.1 Regular Board of Directors Meeting Minutes 10-19-2022

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

FISCAL IMPACT:

None

ALTERNATIVES:

None

RECOMMENDED ACTION:

Carry a motion to approve all items included on the November 16, 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 November 16, 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, October 19, 2022
5:30 P.M.

MINUTES

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
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1.0 CALL TO ORDER AND ROLL CALL

- Meeting called to order at: 5:32pm
- Board members present: Leslie Bates/Barbara Burkey/Bob Bushansky/Angela Dominguez
- Board members absent: John Huff

2.0 APPROVAL AND ADOPTION OF AGENDA

The agenda was approved with no changes.

- M/S/C: Bushansky/Bates/Unanimous
- Yeyes: All
- Absent: Huff

3.0 PUBLIC PARTICIPATION-NON AGENDA ITEMS

- Community member Jay McMartin Rosenquist commented that the selling of parcels should be made public. The board was unable to speak about this topic for the current meeting, but stated it will be taken under advisement.

4.0 STAFF REPORTS:

- 4.1 Administration Report (Moneque Wooden)
 - Wooden gave her report
- 4.2 Maintenance Report (Paul Kelley)
 - Kelley gave his report
- 4.3 Guest Services Report (Carly Wells)
 - Wells gave her report
- 4.4 Recreation Services Report (Kimberly Ramey)
 - Ramey gave her report

5.0 OTHER REPORTS:

- 5.1 Friends of MCRPD
 - Nothing to report
- 5.2 South Coast
 - Nothing to report
- 5.3 MECCA
 - Nothing to report
- 5.4 Mendocino Coast Botanical Gardens
 - MCBG continues to look for new board members, and are happy to announce that the Festival of Lights will begin on Thanksgiving.
- 5.5 Personnel Committee
 - Nothing to report
- 5.6 Regional Park Committee
 - Nothing to report
- 5.7 District Services Committee
 - Nothing to report
- 5.8 Finance Committee
 - Nothing to report
- 5.9 Board of Directors
 - Nothing to report

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- I move to approve the October 19 consent calendar as presented.
- M/S/C: Bushansky/Bates/Unanimous
- Yeyes: All
- Absent: Huff

7.0 ADJOURNMENT

- Meeting adjourned at: 5:52pm

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