



**REGULAR BOARD OF DIRECTORS MEETING**  
**Botanical Gardens**  
**18220 Highway 1**  
**Fort Bragg, CA 95437**  
**Wednesday, April 18, 2018**  
**5:30 P.M.**

**MINUTES**

**1.0 CALL TO ORDER**

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

**2.0 APPROVAL AND ADOPTION OF AGENDA**

- A motion was made to approve and adopt the agenda as written.
- M/S/C: Yanez/Hayes/Unanimous

**3.0 PUBLIC PARTICIPATION-NON AGENDA ITEMS**

- None.

**4.0 STAFF REPORTS:**

- 4.1 MCRPD Activity Report (Natalie Cottrell)
- Natalie Cottrell gave her report.
- 4.2 CVSCC Activity/Performance Measures Report (Donice Lehnhardt)
- Dede Lehnhardt gave her report.
- 4.3 CVSCC Maintenance Report (Paul Kelley)
- Paul Kelley gave his report stating the CV Starr Center Facility has been running smoothly and listed a few projects that were underway.

**5.0 OTHER REPORTS:**

- 5.1 Mendocino Coast Botanical Gardens
- Molly Barker, Executive Director of the Gardens reported: Visitor counts have risen steadily in the past year, even with the increase in admission fees. Membership rates have also been increasing steadily since 2015. Website and marketing tools are being utilized much more effectively. Food donations have been substantial as well. The weather has been instrumental in the success of this increase. With these continued successes, it is challenging to find docents, particularly for school field trips. Due to the increase in visitors, a new problem has arisen relating to the capacity of the existing parking area and we are being challenged to find ways to accommodate the rising numbers and have tremendous concerns about patrons having to cross Highway 1. Another challenge has been the infrastructure, as the buildings are aging and need work. The festival of lights had record attendance.
- 5.2 California Recreation Alliance
- Sarah Bradley said they did not hold any kid's classes over the past month due to the weather. They did hold an agency course where biologist were trained in ATV safety. The sheriff was called twice out recently, once for an abandoned bicycle and another for a homeless encampment. Thanks were given to the

Board for letting the recreation software be used for the ATV class sign-ups. It has been an easy transition.

5.3 Community Center of Mendocino

- None one present to report.

5.4 Friends of MCRPD

- Dan Keyes read a letter on behalf of Susan Larkin. Soon they will be offering scholarships to HS graduates.

5.5 South Coast

- Beverly Flynn reported: RCRC is getting ready for the South Coast swim lessons. Swim instructors have been dialed in, but they are still in need of a lifeguard. A small group of disc golfers from out of the area have been staying on the property and have been burning brush and cleaning up the course. The Petanque court are also being planned and work is being done to complete this project. Project completion could occur in the next couple of months.

5.6 Regional Park Committee

- John Huff reported: The Committee held their weekly meeting earlier today. The Economic Feasibility Study and Environmental Impact report are well underway. The meeting today was well attended by members of the public and this was a nice change.

5.7 Ad Hoc Strategic Planning Committee

- Bob Bushansky reported: Due to the anticipated completion schedules for the; Economic Feasibility Study and Environmental Impact Report the anticipated Board Retreat will more than likely not occur until after the new year, rather than June of 2018 as originally planned. In addition, the Public Strategic Planning meetings along the coast have been hit or miss with attendance but MCRPD has obtained excellent public feedback through this process. The next Public Strategic Planning meeting is scheduled for Saturday, May 19, 2018 at the CV Starr Community Center

5.8 Personnel Committee

- None.

5.9 District Services Committee

- None.

5.10 Finance Committee

- Bob Bushansky reported: The Finance Committee met this morning. The MCRPD income statement has changed slightly with how the Kudos and Assets were listed. The listing is now at the bottom of the statement which portrays a much clearer picture of the "pass-through". The check register and claims for MCRPD both look fine. The CVSCC financial statement looks exceptionally good. Revenues and expenses are favorable and look good. The check register and claims both were normal.

5.11 Board of Directors

- Cesar Yanez wanted to commend a family picking up garbage on the side of the road while he was driving his daughter to work. Later that afternoon he saw that it was the John Huff family picking up all the trash and wanted to thank them.
- Bob Bushansky stated that during the public strategic planning meeting in Caspar, he was asked to put on the agenda the concept of MCRPD facilitating an Open Public Forum on the proposed OHV Park. Clarification from the public stated, the forum would enable all concerns to be addressed. Cesar Yanez said, "He would be in favor of having an informational meeting to address misstatements about the property". Beverly Flynn commented, "She believes the

whole process has been addressed very thoroughly and responsibly. Bill Hayes recommended creating and distributing a timeline of the process. Direction was given to Dan Keyes to move forward and schedule an open forum regarding the OHV park to take place after the next regular board meeting. This Open Public Forum will allow all community members the opportunity to address the concerns and possible misconceptions. A broad array of avenues for notifying the public will be used such as the newspapers, radio, and social media outlets.

## **6.0 DISCUSSION/ACTION**

### **6.1 MCRPD Mobile Phone and Computing Device Reimbursement Policy**

- Dan Keyes gave an overview of the Mobile Phone and Computing Device Reimbursement Policy.
- All Board members were in favor of the policy.
- A motion was made to approve the MCRPD Mobile Phone and Computing Device Reimbursement Policy as presented.
- M/S/C: Huff/Hayes/Unanimous.

### **6.2 Lake Cleone Boardwalk Rehabilitation Project: Sealed Bid- Materials**

Dan Keyes gave an overview of the project and provided a bid summary. He went on to explain the reason that the bid is so high is the price of the redwood is fluctuating drastically and the price is going up Funds have not been received from the project yet, but the worst-case scenario would be 6 weeks until the funds are released.

- A motion was made to accept the recommendation from staff to award a contract to Rossi's Building Materials in the amount of \$99,942.19 for the provision of materials for the Lake Cleone Boardwalk Rehabilitation Project. The award is contingent upon the legal review and receiving grant funds. Once these contingencies have been completely satisfied, the Chair of the Board will have authorization to issue the Notice to Proceed.
- M/S/C: Hayes/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: 03-07-2018 Joint COFB MCRPD Board Meeting Minutes, 03-14-2018 Regional Park Committee Meeting Minutes, 03-21-2018 Regional Park Committee Meeting Minutes, 03-21-2018 Finance Committee Meeting Minutes, 03-21-2018 Personnel Committee Meeting Minutes, 03-21-2018 Regular MCRPD Board of Directors Meeting Minutes, 03-28-2018 Regional Park Committee Meeting Minutes, 04-04-2018 Regional Park Committee Meeting Minutes

7.2 Approval of financial documents, as recommended by the Finance Committee: February 2018 MCRPD financial statement; February 2018 CVSCC financial statement; February 2018 CVSCC check register; February 2018 MCRPD check register; April 2018 MCRPD claims; and April 2018 CVSCC claims

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

- The board entered closed session at 6:58pm.

## **8.0 CLOSED SESSION**

### **8.1 PUBLIC EMPLOYMENT (pursuant to Government Code 54957)**

Title: MCRPD District Administrator

- Direction was given to staff.

## **9.0 ADJOURNMENT**

- Meeting adjourned at 7:40pm.