***Mendocino Coast Recreation and Park District***

***SUMMARY MEETING MINUTES***

**Regular Board Meeting**

**Wednesday, May 21, 2025, at 5:30 p.m.**

**Location1 :**

**MCRPD District Office**

**100 North Main St. Fort Bragg, CA 95437**

**Location 2:**

**Coast Life Support District**

**38901 Ocean Dr, Gualala, CA 95445**

1. **CALL TO ORDER**

Call to order and roll call at *5:32 p.m*.

*Board: Dave Shpak, & Zach Hayward in Gualala, Angela Dominquez on Zoom Dana Vogele In Fort Bragg*

 *Absent: Craig Comen*

*Staff: Kylie Felicich on Zoom, Jamie Campione in Fort Bragg*

*Public: Emily Griffen (Arrived at 6 p.m.)*

1. **APPROVAL AND ADOPTION OF AGENDA**

*Director Hayward motions to approve as is. Board votes all in favor.*

1. **PUBLIC PARTICIPATION, NON-AGENDA ITEMS**

*No public comment*

1. **STAFF REPORTS**
	1. District Manager Report Kylie Felicich
	2. District Recreation Supervisor Report Jennifer Saunders
	3. District Business Manager Jamie Campione
2. **OTHER REPORTS:**
	1. Friends of MCRPD

*Submitted application for District Services Grant. Will collaborate on Community Foundation Grant later in the year.*

* 1. South Coast. *Derrik w/ RCRC will apply for Grant. Director Hayward states RFP is out there for Bower Park Contractor. They are encouraging others to apply.*
	2. Mendocino Coast Botanical Gardens. *Tim Gage is no longer in Board. Liz O’Hara is now president. MCBG was excited about the visitors from the Rhododendron Show in May*
	3. Personnel Committee. *No meeting.*
	4. District Services Committee. *Director Vogele stated that the committee just met and discussed new programming - Ping Pong, Pickleball, Badminton, kayaking and maybe surfing.*
	5. Finance Committee *– No meeting.*
	6. Board of Directors. *Comen and staff discussed ideas for new recreation programs.*
	7. *General Manager Felicich stated that June 9th there will be a staff meeting about summer programs and Kayaking.*
1. **DISCUSSION / ACTION**
	1. Discuss and review FY 23/24 audit corrective report from JJACPA

*General Manager Felicich reported that while entering figures for the new budget, she noticed a $200,000 discrepancy in property tax revenue. She contacted Rick Wood from CSDA and the accountant who prepared the audit; both were eager to correct the error. It was determined that the former accountant did not properly accrue property tax, and journal entries were mistakenly recorded as deposits. Two large deposits in July 2023 had been misclassified as property tax instead of as payments for the Kudos Afterschool Program.*

*Director Shpak noted that the audit has now been corrected and there are no outstanding notes or obligations. He also clarified that this agenda item should be considered as acceptance of the corrected audit rather than just a review.*

*Director Vogele moved to accept the corrected audit report. Director Hayward seconded. Directors Shpak, Hayward, Dominguez, and Vogele all voted yes.*

* 1. Discuss and review new MCRPD logo and rebrand strategy

*The Board agreed that they liked the direction of the new logo. It’s fresh and modern. The Board agrees on a few revisions to be made on all 3 versions with designer. Staff will take the notes to the designer for revisions to be presented at the next meeting.*

* 1. Discuss and approve combining the “Aquatics and Aquathon” funds into one fund called “Second Grade Swim Program” within California Class reserves

*General Manager Felicich explained that one account has $4,500 in interest from the $100,000 reserved for CV Starr, and the other account has $5,500. Since there is no longer an Aquathon or an Aquatics program, this combined $10,000 will fund the 2nd Grade Swim Program in Point Arena for approximately six years.*

*Director Hayward moved to approve combining the funds. Director Dominguez seconded. All board members voted in favor.*

 *6.4* Discuss and give direction regarding a $20,000 funding partnership with Mendocino Unified School District to re-surface tennis courts into tennis/pickleball and two half basketball courts at the Mendocino High School

*General Manager Felicich explained the history of facility usage agreements with school districts. She noted that the District has saved money by avoiding relocation expenses and not having to use the Bower Park grant match, and by not using all the money allocated for moving expenses. Given this, the District is interested in investing in a funding partnership with MUSD to re-surface the Mendocino High School courts. This would secure programming locations in the heart of the District.*

*Director Shpak emphasized the need for clear language in the Memorandum of Understanding (MOU) outlining the distinction between District use, public use, and school use. He also noted the importance of including strong indemnification provisions.*

*Emily Griffen, representing the MUSD School Board, acknowledged the courts' current state of disrepair. She agreed that an upgrade would significantly benefit the community but indicated she could not commit to specific MOU terms at this time. She stated that the matter would be discussed at the next MUSD Facilities Committee meeting, after which they would provide a response to MCRPD.*

*The Board expressed support for the project, with Director Shpak reiterating the need for more detailed project bids and the inclusion of clear language on maintenance responsibilities, usage agreements, and appropriate signage acknowledging MCRPD’s contribution.*

*Director Dominguez moved to approve the $20,000 funding partnership, contingent on the review and approval of the MOU. Director Vogele seconded the motion.*

1. **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.

* 1. Approval of Regular Board Meeting Minutes 4/16/2025 – *No approval*
	2. Approval of Finance Committee Meeting Minutes 4/16/2025 – *No approval*
1. **ADJOURNMENT**

**Director Vogele motions to adjourn at** *7:36PM, Director Hayward seconded the motion. All in favor.*

The next MCRPD Regular Board of Directors Meeting will be held on June 18, 2025, at the MCRPD District Office, 100 N Main St. Fort Bragg, CA 95437.