



SPECIAL BOARD OF DIRECTORS MEETING
C. V. Starr Community Center 300 S. Lincoln St
Fort Bragg, CA. 95437
Wednesday, June 14, 2023
5:30 P.M.

AGENDA

1.0 CALL TO ORDER

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).

Each DISCUSSION/ACTION 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 and advisory committee reports. 3) Receive Board questions and requests for clarification 3) Receive public comments. 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

4.0 DISCUSSION/ACTION

4.1 MCRPD Board of Director Vacancy

5.0 ADJOURNMENT – Next MCRPD Regular Board of Directors Meeting will be held on June 21, 2023, at 5:30pm; VFW Building in Point Arena CA

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 Carly Wells, Interim District Administrator, 300 South Lincoln St., Fort Bragg, CA 95437.

PLEASE NOTE: District agendas are posted at least 24 hours in advance of Special 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 24 hours in advance of special meetings.

AGENDA ITEM SUMMARY

AGENDA ITEM 4.1:

MCRPD Board of Director Vacancy

PREPARED BY:

Carly Wells, MCRPD Interim District Administrator

ATTACHMENT(S):

- Letter of intent from Mr. Dave Shpak

EXPLANATION:

As of May 1, 2023 the MCRPD Board of Directors had one vacant seat. As per code, District staff publicized the vacancy and requested letters of intent from interested parties throughout the District's jurisdiction. The deadline for submitting letters of intent to the District was Friday, June 9th. The District publicized that it would hold a special board meeting on Wednesday June 14th to review and appoint a interested person. One responsive letter of intent was received by the District from the following interested person.

1. Dave Shpak

District staff respectfully recommends for the MCRPD Board of Directors to adhere to the following guidelines when conducting the appointment process.

- The Special MCRPD Board of Directors meeting to fill the vacancy will be open to the public.
- Candidates are not required to attend this special meeting.
- All candidates who choose to attend the special meeting will be given five minutes to provide the Board with a verbal statement of qualifications. (Candidates may decline this opportunity.)
- The Board may ask follow up questions and request clarification during this segment of the meeting.
- The order in which candidate statements will be provided to the Board is based on the order in which the Letters of Intent were received by the District.
- Once statements of qualifications have been received, the vacancy will be filled by motion order.

On Monday, June 12th, the only candidate was notified in writing of this Special MCRPD Board of Directors meeting and was provided details about the anticipated process.

FISCAL IMPACT:

There are no significant costs associated with the MCRPD Board of Directors appointment process.

ALTERNATIVES:

The alternative to this action would be to hand over the responsibility and rely on having Mendocino County appoint a member for the District.

RECOMMENDED ACTION:

District staff recommends appointment of the candidate to the MCRPD Board of Directors.

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 appoint _____ to the Mendocino Coast Recreation and Park District.

Motion made by (Board Member): _____

Second made by (Board Member): _____

Discussion

Vote

Carried?

Yes No

Unanimous By majority

Voted against: _____.

Abstained: _____.

June 9, 2023

Mendocino Coast Recreation and Park District
Board of Directors
300 S. Lincoln Street, Fort Bragg, CA 95437
cwells@mcrpd.us

Re: Letter of interest to fill Board of Directors vacancy

Dear Members of the Board and Ms. Wells:

Please accept this letter of my interest in serving as a member of the Board of Directors by your appointment to fill the current vacant membership.

I have been fortunate during my 35-year career to work on a range of undertakings and in a variety of settings that have allowed me to explore ways for people to thrive and advance. One area of work helped me learn about the crucial roles of recreation in meeting human needs for healthful activity and interaction that are essential to creative and functional communities. Some of the most exciting work involved situations where imperatives or existing conditions created opportunities to improve health, safety, community and economic development, and equity. The principal example of my professional work that is directly applicable to the Mendocino Coast Recreation and Park District is the West Sacramento Park Development Program.

As the City of West Sacramento Park Development Manager, I worked closely with the City's Park and Recreation Department to deliver public recreation and open space facilities, and enhanced urban ecosystem values through extensive deployment of low-impact and durable materials, natural stormwater retention and water quality management, and native landscaping in community and neighborhood parks, recreational trails, and public landscapes. Experience with facility operations and life-cycle maintenance, and careful attention to recreation programming led to selection and use of attractive, comfortable, durable, efficient, and affordable materials, features, and systems for outdoor and indoor facilities.

As a program and project manager I have also learned how to mobilize, enable, and empower technical and operational experts. Clear, consistent performance expectations combined with supportive coordination are hallmarks of my practice. I have achieved success in public, private, and academic sectors by keeping stakeholders, colleagues, owners, and decision-makers informed of progress and performance, consulted as appropriate and without hesitation for guidance and direction, and advised whenever needed to maintain partnership and avoid surprise. I am attracted by the energetic spirit of this Board and staff, and would welcome an opportunity to join the team.

Please do not hesitate to contact me if you have any questions. I look forward to talking with you about the Board of Directors membership.

Best regards.



Dave Shpak
P.O. Box 409, Gualala, CA 95445
tel: 530-902-1781
email: dave-shpak@outlook.com

DAVE SHPAK, AICP

P.O. Box 409, Gualala, CA 95445-0409

telephone: (530) 902-1781

e-mail: dave-shpak@outlook.com

OBJECTIVE: Mendocino Coast Recreation and Park District Board of Directors membership.

EXPERIENCE: **Project Manager:** 12/7/2020 to 10/31/2022.

Redwood Coast Land Conservancy. Directed and managed development of the conservation plan for the 113-acre Mill Bend Preserve in Gualala. Oversight of the planning process included natural resource conservation and compatible recreational access, day-to-day and long-term site management, inter-agency consultation and collaboration, community outreach and stakeholder participation, and administration of the State Coastal Conservancy planning grant and professional services contract with Prunuske Chatham, Inc. Prepared Coastal Conservancy, California Wildlife Conservation Board, and California Department of Fish and Wildlife grant applications for conservation and recreational access projects, and wildfire risk management.

Project Manager: 8/16/18 to 12/4/2020.

WSP USA – California High-Speed Rail Delivery Partner. Directed and managed preliminary engineering, environmental planning, environmental and community impact analyses, inter-agency consultation and collaboration, environmental impact disclosure documents under CEQA and NEPA and other state and federal laws, regulatory permitting, community and stakeholder outreach and participation, and administration of \$57 million regional professional services contracts for the western 90 miles of the San Jose to Merced Project Section.

Senior Environmental Planning Manager: 12/10/12 to 8/15/18.

WSP USA – California High-Speed Rail Delivery Partner. Program manager of environmental planning for high-speed rail project segments from San Francisco to Merced. Coordinated consultation between the California High-Speed Rail Authority and other state and federal agencies, decision-making on high-speed rail environmental impact documents and regulatory permits. Managed the statewide, comprehensive update of California High-Speed Rail Authority and Federal Railroad Administration guidance for conducting environmental impact analyses and preparing project-level Environmental Impact Reports/Environmental Impact Statements.

Interim Flood Protection Manager: 8/16/12 to 12/7/12.

City of West Sacramento. Directed the comprehensive, \$500 million capital improvement program for flood risk reduction and flood protection, residual flood risk management, emergency response/evacuation and flood incident recovery planning, interagency collaboration and coordination, and public information for the city and Port of West Sacramento. Primary city liaison to the U.S. Army Corps of Engineers and California Department of Water Resources, Central Valley Flood Protection Board, California State Lands Commission; Delta Protection Commission; Yolo County Water Resources Agencies Association; Sacramento Area Flood Protection Agency; Reclamation Districts 537, 765, 900, 999, and 1000.

Flood Protection Planning Manager: 7/1/10 to 8/16/12.

City of West Sacramento. Oversaw flood protection project studies, documentation and interagency coordination, and approvals or encroachment permits to enable alteration of federal flood damage reduction projects or modification State Plan of Flood Control facilities. Led integration of multiple community benefits within planning for flood protection infrastructure, including recreational trails and public open space access.

Park Development Manager: 11/29/04 to 6/30/10.

City of West Sacramento. Oversaw planning, design, funding, permitting, and implementation of the comprehensive Park Development Program, including development of community and neighborhood park facilities, recreational trails, public and private landscape improvements. Administered all landscape improvement design and inspections, wayfinding and regulatory sign installations, public art installations on park property, conservation, enhancement, and development of riparian and upland resources; and integration of "green infrastructure" within municipal capital investment and flood protection programs.

Senior Project Manager: 5/19/03 to 11/26/04.

Jones & Stokes Associates, Inc. Assembled and led teams of environmental scientists, planners, and community relations specialists to deliver recreation, transportation, and other municipal infrastructure projects. Managed preparation of environmental documents pursuant to California and federal environmental laws and regulations. Delivered strategic consultation services for state and local government agencies and private-sector clients.

Environmental Analyst II: 7/16/01 to 5/16/03.

Information Center for the Environment, University of California at Davis. Led research, design, and demonstration of new Internet and Geographic Information System technology for improving Caltrans planning practices and decisions, managing environmental data, harnessing information for meaningful analysis, and standardizing regulatory procedures for environmental impact analyses of highway improvements. Conducted USDA Forest Service research on natural environmental conservation and local community and economic dynamics associated with conversion of forest biomass for energy production.

Supervising Environmental Planner: 8/12/96 to 7/13/01.

Parsons Brinckerhoff Quade & Douglas, Inc. Managed line staff and operations of the Planning Group at the Sacramento Area Corporate Office. Assembled and led teams, and managed multi-disciplinary planning, design, environmental impact documents, and regulatory permits for recreation, transportation, telecommunications, and water management facilities. Organized and managed public processes associated with infrastructure projects. Developed environmental, land use, transportation, water and sanitation infrastructure plans and policies.

Agency Staff Enhancement Services:

City of Sacramento, Department of Planning and Development. 1/2/96 to 8/9/96.

Conducted municipal planning studies. Analyzed and processed development proposals. Assisted neighborhood outreach and community revitalization activities.

City of Chico, Planning Division. 10/19/93 to 1/28/94.

Prepared environmental studies for roadway, water, and sewer pipeline improvement projects.

Environmental Planning Consultant:

California Department of Fish and Game, City of Roseville, and Private Clients. 8/93 to 12/95.

Developed implementation actions for municipal infrastructure plans. Prepared environmental studies for roadway, water supply and wastewater facility planning and capital improvement projects. Led negotiation and consensus-building between clients, neighboring interests, and local agencies.

Planner III: 11/1/90 to 7/30/93. **Planner II:** 7/3/89 to 10/31/90.

County of Nevada, Planning Department. Managed comprehensive planning and extensive public participation for the eastern half of Nevada County during a countywide General Plan Update. Primary county liaison to federal, state, and other local jurisdictions on recreation; community development; transportation; air quality; open space, and cultural resources in eastern Nevada County. Analyzed and recommended actions for major development proposals; evaluated site

and architectural design; and monitored project compliance with permit conditions. Prepared ordinance revisions, General Plan and Zoning map amendments, environmental impact studies.

Assistant Planner: 8/17/87 to 7/1/89.

County of Placer, Planning Department. Provided public information, processed applications for development projects, prepared or evaluated environmental impact studies, enforced zoning and building codes, and administered parcel map hearings.

SERVICE: Gualala Municipal Advisory Council (currently since 1/24/2023)
Redwood Coast Land Conservancy Board of Directors (2/8/2022 - 1/31/2023)
Redwood Coast Recreation Center Board of Directors (2010 - 2011)

EDUCATION: Bachelor of Science, Environmental Policy Analysis and Planning
University of California, Davis. 1987

REGISTRATION: American Institute of Certified Planners (AICP #10352)