



REGULAR BOARD OF DIRECTORS MEETING
Remote Meeting
Wednesday, April 21, 2021
5:30 P.M.

MINUTES

1.0 CALL TO ORDER AND ROLL CALL

- Meeting called to order at 5:30pm.
- Board members present: Leslie Bates, Barbara Burkey, Bob Bushansky, Angela Dominguez
- John Huff arrived at 5:35pm.

2.0 APPROVAL AND ADOPTION OF AGENDA

- The agenda was adopted with no changes.

3.0 PUBLIC PARTICIPATION-NON AGENDA ITEMS

- None.

4.0 STAFF REPORTS:

4.1 Maintenance Report

- Paul Kelley gave his report.

4.2 Recreation Programs Report

- Sonya added to her written report that she did not include before. She noted that Hoopstars! has 22 participants in Fort Bragg and next will be looking for a venue for Point Arena Hoopstars! clinics. She also has kayaking on her mind and will be getting in touch with Sarah at the Gualala river redwood park campground, Sarah will allow the District river access once a month. Softball is not looking like it is going to happen at the regular time but is planning a fall program. Gymnastics is no longer at local motion; the space has been rented and the search is on for a new space for gymnastics. A part time art instructor has also been hired and will be doing classes at CVSCC and other locations along the coast. Kim Ramey has also been hired as the recreation coordinator and will be starting Monday.

4.3 Administration Report

- Wooden wanted to add to the written portion of the Admin report. They will no longer be doing a kudos summer program and the kudos employees will become FBUSD employees for the summer. She also wanted to state that the governor announced that June 15th the tier system will be going away, and the CV Starr Center will open as soon as staffing is sufficient, but there is no guarantee that it will be by June 15, 2021.
- Carly wanted to remind everyone that there will be a special meeting needed for the FY21-22 budget the second week in May.
- Wooden wanted to bring up to the board the need to hire a land attorney

for the regional park property. She asked the board for a go ahead to pursue this avenue. The board agreed for her to pursue finding a land attorney.

5.0 OTHER REPORTS:

5.1 Friends of MCRPD

- None.

5.2 South Coast

- Bates reported that RCRC has hired an architect for the pavilion. They have also committed with the Flynn creek circus for shows in the summer with the potential for kid's programs there too. Sonya has been working with Derrick Robbins for Kids Disc Golf programs.

5.3 MECCA

- Bates reported that there will be a virtual job fair in the middle of May. Veronica Bazor is the person to contact if we would like to be included in this. Mendocino College is working on getting all the nurse prerequisites at the coast center.

5.4 Mendocino Coast Botanical Gardens

- Burkey said that at the meeting last week they discussed holding Art in the Gardens this year, but it will be both in person and virtual and will be done over a three-day period in order to have guests able to be socially distanced. They will not be opening Rhody's café due to distancing limitations.

5.5 Facilities Review Committee

- None.

5.6 Personnel Committee

- Burkey reported that they met earlier today and reviewed some job descriptions that will have action items in this packet.

5.7 Regional Park Committee

- None.

5.8 District Services Committee

- None.

5.9 Finance Committee

- Burkey reported that the finance committee met today, and everything looks as it has all year with no revenue.

5.10 Ad Hoc Facilities and Programs Re-opening committee

- None.

5.11 Ad Hoc Transfer Station Committee

- Dominguez reported that the SWOW proposal will need to come to the Board of Directors. They would like a lease to buy option on 3-to-5-acre portion of the property. It looks like in May there will be a presentation regarding the property acquisition. The discussion/action item will be regarding hiring a land attorney. June will have the decision of whether to enter into an agreement with SWOW to lock down that piece of property. Carly said that it is requested that SWOW give a more detailed presentation about the proposal.

- 5.12 Ad Hoc MCRPD/COFB Organization Committee
 - Burkey reported that they have met several times with the COFB and it will be discussed in closed session.
- 5.13 Board of Directors
 - None.
 - The board went into closed session at 6:10pm.

6.0 CLOSED SESSION: PUBLIC EMPLOYEE APPOINTMENT pursuant to Government Code Section 54954.5 Title: District Administrator

- The board came out of closed session at 6:30pm.
- Burkey reported that the position of District administrator has been offered to Moneque Wooden. Contract negotiations will happen later.

7.0 DISCUSSION/ACTION ITEMS

- 7.1 Review Finance Officer Job Description
 - Wooden reported that this action item needed some clarification of the job description to make it clear it was a non-exempt position.
 - A motion was made to approve the job description of Finance Officer.
 - M/S/C: Bushansky/Bates/Unanimous
- 7.2 Review Job Description Recreation Instructor I
 - Wooden gave clarification between Instructor I and Rec Instructor II. Rec Instructor I would be in the position of running an already existing program. Rec Instructor II would be a person creating their own program.
 - A motion was made to approve the revised job description.
 - M/S/C: Bushansky/Huff/Unanimous
- 7.3 Review Job Description Recreation Instructor II
 - A motion was made to approve the revised job description.
 - M/S/C: Bushansky/Huff/Unanimous
- 7.4 Review Salary Schedule with Step Increases
 - Wooden gave background on the step salary schedule to be more competitive and obtain better employee retention. It is 4% increases across the board.
 - A motion was made to approve the proposed salary schedule with step increases to become effective April 25, 2021.
 - M/S/C: Bushansky/Bates/Unanimous

8.0 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: 03-17-2021 Finance Committee Meeting Minutes; 03-17-2020 Regular Board of Directors Meeting Minutes

7.2 Approval of financial documents, as recommended by the Finance Committee: MCRPD Financial Statement February 2021; CVSCC Financial Statement February 2021; MCRPD Check Register February 2021; CVSCC Check Register February 2021

- A motion was made to approve all items on the consent calendar as presented.
- M/S/C: Bushansky/Bates/Unanimous

9.0 ADJOURNMENT

Meeting adjourned at 6:41pm.