



REGULAR BOARD OF DIRECTORS MEETING
Mendocino Coast Botanical Gardens Meeting Room
18220 North Highway 1
Fort Bragg, CA. 95437
Wednesday, January 17, 2024
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 the total time for public input on a particular issue is limited to 20 minutes (Government Code 54954.3). The Board is prohibited from discussing or acting 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 District Supervisor Report (Kylie Felicich), Page 1

4.2 District Recreation Report (Jennifer Saunders), Page 2

5.0 OTHER REPORTS:

5.1 Friends of MCRPD

5.2 South Coast

5.3 Mendocino Coast Botanical Gardens

5.4 Personnel Committee

5.5 District Services Committee

5.6 Finance Committee

5.7 Board of Directors

5.8 Transition Committee

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

6.0 DISCUSSION/ACTION

6.1 Contract agreement with North Coast Pack and Ship for storage, Pages 3-6

6.2 MCRPD Recreation Services Grant Program, Page 7

6.3 2023 MCRPD District Volunteer Service Award

6.4 Resolution No. 24-01 authorizing lay off of C.V. Starr Community Center employees due to transfer of C.V. Starr to the City of Fort Bragg, Pages 8-10

6.5 District Assets

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 Regular Board Meeting Minutes, 12-20-2023, Pages 11-13

8.0 ADJOURNMENT – Next MCRPD Regular Board of Directors Meeting will be held on February 21, 2024 at 5:30pm at Mendocino K8 Cafeteria at 44261 Little Lake Road, Mendocino, CA 95460

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.

January 2024

Kylie Felicich, District Supervisor Report

MCRPD is wrapping up the final days at C.V. Starr. The 401 North Harbor Drive office had delays on the landlord side of things due to a contractor not being able to complete work. The final touches are being worked out. The furniture and computers will be delivered the week of January 22. We are asking the board to lease a storage facility as the idea of a storage pod on-site is not practical. Upon approval, MCRPD kayaks and non-secure documents will be moved to the storage facility. We will be out of C.V. Starr before the February 3 deadline.

We have concluded the migration from Sage to QuickBooks. CFO Services is working the reconciliation for 2023 and I meet with them twice a week. The California Class engagement is in the works. JJACPA is wrapping up the audit for the FY21/22. We expect to meet with them around January 29 to review a copy of the report. Upon conclusion of this audit, we will begin the FY22/23 audit which will be the first week of April. Credit Card application has gone to California Bank of Commerce. Application for California Class has been accepted and transfers are imminent.

The second-grade swim program began on January 9 with Mendocino K8 and home schoolers. The schedule is set through May. We gave awards to the top Aquathon swimmers. It was a very exciting event with \$20,000 raised. It has been wonderful to collaborate with C.V. Starr on this program. The First in what we hope to be an annual cornhole event has been scheduled in collaboration with the RCRC. The event will take place on May 18. The Winter Gymnastics session sold out quickly. This continues to be a very popular program with 17 classes offered this session.

To: MCRPD Board Members

From: Jennifer Saunders-Recreation Supervisor

Summary for 12/12/23-01/11/2024

Here is a summary of the goals and accomplishments for the past month as the Recreation Supervisor for MCRPD.

In the month of December, we sparked the 2023-24 youth basketball program by designing an "open gym" style format for the youth basketball athletes and program at the Old Rec Gym. This allowed the youth to come to the gym and play basketball together in an open co-ed setting with drills and skills as well as scrimmaging. This was valuable because it gave the families options to allow their child to practice when convenient during the bust holiday season, and prepare for the upcoming season in Jan.

In December I held a coach meeting with all my youth basketball coaches. This allowed all of us to get on the same page, understand the rules of the game, become acquainted with one another, and get the schedules in order, help one another in understanding positive coaching techniques, and, we handed out equipment-med kits, jerseys, cones, and basketballs.

We continue to have success with futsal as many more athletes have signed up and we are going to be opening another session this week!

I have been working on bringing back and promoting and scheduling a men's basketball league in March. To kick off the league play, I am also putting together a men's basketball tournament to coincide with the Whale Weekend here in Fort Bragg in March. This tournament will be dedicated to "Tone, the Mic", a cherished sports enthusiast here in this town who passed during Covid. This will bring many basketball enthusiasts to the community and provide the men of the community an opportunity of health and fun.

I am working on putting together our annual "Hoopstars" program which is basketball for 1st-3rd graders. This is a program designed to introduce the sport of basketball to the youngsters of the community.

I have been in the process of getting a recreation leader for the Southcoast to start youth programs there. Judy Mendoza in the Southcoast and I are in the process of organizing a youth basketball program as well as a youth gymnastics program to start. I am very excited to get the youth of the Southcoast and opportunity to have extracurricular activities!

Another project that I have been working on is forming a class available to student athletes here in the community designed to help guide them into college down the recruiting pathway in sports and academics. This is a program that will give the students the opportunity to have a mentor or guide (Me), helping them with outlets to play at the collegiate level. Through advising and research, I will help them through the process of applying, reaching out to coaches, setting up tours for the colleges, and financial aid.

Kylie and I have also been working hard in getting our new home for MCRPD developed and set-up as we look to be moving at the end of Jan. We are looking forward to our new home!

COAST SELF STORAGE

18601 N HWY 1 / P.O. BOX 179 FORT BRAGG, CA. 95437

707-964-7867 / 707-962-9191 FAX

Mail payments to: P.O. Box 179 Fort Bragg, Ca. 95437

OFFICE CLOSED ALL MAJOR HOLIDAYS

Office Hours

9:00 To 5:00 M - F

SATURDAY 9:00 to 2:00

Gate Hours

7:00 A.M. To 7:00 P.M.

(OPEN 7 DAYS A WEEK)

FINANCIAL RESPONSIBILITY: I understand that I'm responsible for paying any/all services rendered, including reasonable attorney fees and costs of collection in the event of default.

Rent due on the 1st of each month & no later than the 11th

To avoid additional charges please pay on time. Additional charges are as follows:

10 DAYS after your due date: \$10.00 Late Charge

26 DAYS after your due date: \$15.00 Pre-Lien Letter

41 DAYS after your due date: \$25.00 Lien Notice

ADDITIONAL CHARGES MAY APPLY IF UNIT GOES TO AUCTION

All DISHONORED CHECKS will be subject to a \$25 fee and an additional service charge may be applied

Payment must be reimbursed with cash, money order or credit card

In the future personal checks will not be accepted

Vacate Procedure:

I have read the rental agreement on the Unit/Space I have rented at **Coast Self Storage**. I understand that I must submit a "Notice to Vacate" in writing, (7) **seven days prior to move out**, and *if I'm on automatic Credit Card Payment, I must notify the manager to take me off prior to 1st of the month, because we can't reverse charge once payment has been processed.* Failure to give vacate notice may result in 7 days rent being deducted from refund.

I also understand that I must notify **Coast Self Storage** manager the day I have vacated the unit. I will be responsible for the unit and any charges (rent will continue to accrue) if the lock is left on, and will not be removed from the computer until all the paperwork is signed.

The unit must be swept/clean or there will be Additional Cleaning Charges that Tenant will be responsible for. **YOU WILL BE CHARGED A DUMPING FEE IF ANY GARBAGE/ITEMS ARE LEFT BEHIND (\$50.00 TO \$500.00 DUMPING FEE)**

- ◆ **WE DO NOT PRO-RATE AT MOVE OUT.**
- ◆ **THERE ARE NO REFUNDS ON PARTIAL MONTHS RENT.**

TENANT'S SIGNATURE: _____ DATE: _____

*These Rules and Regulations are part of your lease and are subject to change by Landlord without prior notification.

COAST SELF STORAGE
18601 N Hwy 1 / P.O.Box 179 Fort Bragg, Ca. 95437
707-964-7867 / 707-962-9191 Fax

TENANT INFORMATION
(Lease Addendum)

TENANT'S NAME : _____

Address: _____

City _____ State: _____ Zip: _____

Phone # _____ Employer # _____ Cell # _____

D.L. # _____ D.L. Expiration Date: _____

S.S. # _____ D.O.B. _____

Auto Make: _____ Model: _____

License Plate: _____ Color: _____ Year: _____

Employer: _____ Employer Address: _____

City _____ State _____ Zip: _____

EMERGENCY CONTACT

ALTERNATE: Name and address of another person (not living with Tenant) to whom any Preliminary Lien Notice and subsequent notices may be sent. Please make sure person does not live with you or have the same phone number.

Name: _____ Phone: _____

Address: _____ City _____

State _____ Zip: _____

Tenant's Signature: _____ Date: _____

COAST SELF STORAGE
P.O. Box 179 / 18601 N Highway 1
Fort Bragg, CA. 95437

AUTOMATIC CREDIT CARD BILLING AUTHORIZATION FORM

I, _____ Unit # _____

Address: (City, State, and Zip) _____

do hereby authorize the above named storage facility to automatically debit my credit cards listed below for charges incurred in connection with the storage unit(s) listed above. I understand such debiting for rental payments and related charges on the unit(s) will normally occur on the due date of which rent payment(s) is (are) due each month for as long as I remain an occupant in the listed unit(s) or until such time as I deliver written notice terminating this authorization. Such termination notice, if given, is to be mailed to you at 18601 North Highway 1, Fort Bragg, CA 95437. I also understand that the amount debited will automatically increase as the rental rates increase per the Self Storage Agreement.

I also agree to hold the above named storage facility, its Owners and Agents, harmless from any and all liability as a result of its activities in connection with such transactions.

If approval cannot be obtained from a credit card company or when the card has expired, you will receive a courtesy call giving you the opportunity to make other payment arrangements prior to the tenth day after the due date of which rent payment(s) is (are) due under the Storage Agreement. If arrangements are not made by the tenth day past your due date, your rental account(s) will be subject to Late Payment Fees at the close of business on the eleventh (11th) day of the month.

I also understand that if for any reason the credit card company fails to advance payment to you as required by the Self-Storage Agreement (whether that failure is due to lack of necessary credit availability, instructions from one or more parties on card holder agreements or for any other reason), I will be liable for any unpaid Rent, Late Payment Fees, Administrative Fees, Preliminary Lien Fees, Lien Fees, Publication Fees, Costs of Auction Fees and other related charges under the Self-Storage Agreement.

For the purpose of this Agreement, I hereby authorize Coast Self Storage to automatically bill one of the credit cards listed below.

PRIMARY CREDIT CARD ACCOUNT

Name on Credit Card (exactly as printed)

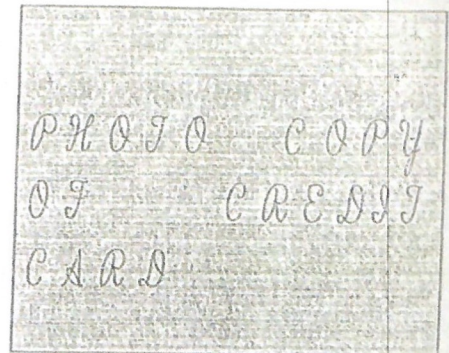
Billing Address for Credit Card

Credit Card Number

Exp. Date

Signature (Card Holder)

Today's Date



_____ AUTOMATIC: Charge my account automatically each month. _____ NON-AUTOMATIC:
Charge my account only when I call COAST SELF STORAGE (I understand I am responsible for any late fees
if I do not call COAST SELF STORAGE before late fees are charged to my account.)



Coast Self Storage

"Multiple sizes to meet your storage needs."

707-964-7867

18601 North Coast Hwy. 1

Fort Bragg, CA 95437

AGENDA ITEM SUMMARY

AGENDA ITEM: 6.2 FY 2023/2024 Recreation Services Grant

PREPARED BY: Kylie Felicich, District Supervisor

EXPLANATION:

The Mendocino Coast Recreation and Park District proposes to fund \$5,000 for the Recreation Services Grant Program.

The purpose of the MCRPD Recreation Services Grant Program is to provide funding support to assist non-profit organizations that are based within the jurisdictional boundaries of the Mendocino Recreation and Park District, as means of furthering the overall mission of the District.

FISCAL IMPACT:

In past years, \$2,500 has been the budget for this grant. This year, we are asking for the board to consider \$5,000 to make up for not holding this opportunity in the 2022/2023 fiscal year. This grant would be dispersed to qualifying recreation service agencies upon the completion of a vetting process and receiving approval of the MCRPD Board of Directors.

RESOLUTION NO. 24-01

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE MENDOCINO COAST
RECREATION AND PARK DISTRICT AUTHORIZING LAYOFFS FOR C.V. STARR
EMPLOYEES**

WHEREAS, On August 2, 2023, at the MCRPD Special Board of Director Meeting, the MCRPD Board reviewed and discussed at length the CVSCC Operating Agreement. The board voted unanimously to end the operating agreement and C.V. Starr's finances and programs/resources would be managed by The City of Fort Bragg.

WHEREAS: The end of the six-month transition period is approaching on February 2, 2024. Therefore, MCRPD must terminate all C.V. Starr employees per new operational needs of MCRPD.

WHEREAS: Termination of C.V. Starr employees will be effective 12:01 A.M., February 11, 2024.

1. That District Supervisor is authorized and directed to notify the employees listed below of the termination of their respective services by position elimination/layoffs, in accordance with MCRPD Policies.
2. The District Supervisor is authorized and directed to carry out such other notification requirements as are required by federal and California law regarding continuation of benefits, if any. Employees with accrued, unused vacation benefits will receive a payout of all accrued benefits as of the date of termination. Accrued sick leave is not a separation benefit per California law and MCRPD policy.
3. Employees who are enrolled in any MCRPD group benefits program will have the opportunity to apply for employment with the City of Fort Bragg and benefits continuation will be handled accordingly for those who are offered employment with the City.
4. That the following employees must be and are hereby laid off due to job elimination (lack of funds or lack of work) and are separated from employment with the MCRPD effective 12:01 A.M., February 11, 2024

Administrative Coordinator	Acosta Ruby L
Administrative Assistant	Alam Gibb B
Fitness Instructor	Arguelles Tatiana
Recreation Instructor II	Bott Robin R
Recreation Instructor II	Branscomb Theresa L
Lifeguard	Caranicolas Elena Fotini
Fitness Instructor	Carson Julia W
Custodian	Comarsh Michael D
Lifeguard	Davis Sebastien Gregory

Custodian	Escobedo Maria A
Maintenance Worker	Escobedo Wilbert Jesus
Lifeguard	Ferreira Walker A
Lifeguard	Garcia Blanco Joyce O
Maintenance Coordinator	Gibney Kurtis R
Administrative Assistant	Gordon Belgica Yasmin
Fitness Instructor	Guerra-Martin Daniela Estefania
Fitness Instructor	Hurtado Nancy H
Fitness Instructor	Karish Deborah S
Maintenance Supervisor	Kelley Paul J
Head Lifeguard	Kiehn-Thilman Lucas C
Fitness Instructor	Kuhns Sheryl K
Fitness Instructor	Lance Kamala Meyer
Lifeguard / Head Lifeguard	Lee Michael Daniel
Lifeguard	Lopez-Alcantar Dafne Paola
Fitness Instructor & Recreation Instructor I	Marden Kathy
Fitness Instructor	Maxey Aimee R
Lifeguard	Meloro Brendan Alex
Fitness Instructor	Mendoza Dakotah I
Lifeguard	Miclea Colin S
Fitness Instructor & Equipment Maintenance	Mihos Mike J
Senior Administrative Assistant	Moran Eduardo
Fitness Instructor	Norling Holly A
Lifeguard	Oatney Max Drayer
Lifeguard	Oglesby Savannah Kimberly
Recreation Supervisor	Ramey Kimberly Rose
Recreation Instructor II	Ramos Maria E
Lifeguard	Redfern Brenner Joaquin
Recreation Instructor I & II	Riley Mark
Lifeguard	Escobar Leonardo Rocha
Recreation Instructor I & II	Rodriguez Robert
Fitness Instructor	Schnetgoecke Melissa L
Lifeguard	Seaholm III William Henning
Recreation Instructor I	Sells Kendra
Fitness Instructor	Trost Noel J
Lifeguard	Twungubumwe Rory S
Lifeguard	Wasco Meicah Kane
Recreation Instructor I	Werson Sallie
Fitness Instructor	Westerfiled Allison M
Lifeguard	Weston Luke J

The above and foregoing Resolution No. 24-01 was introduced by Board Member, _____, was seconded by Board Member, _____, and passed and adopted at a special meeting of the Board of Directors of the Mendocino Coast Recreation and Park District held on February 11, 2024 by the following vote:

AYES: _____



REGULAR BOARD OF DIRECTORS MEETING

Wednesday, December 20, 2023

5:30 P.M. at C.V. Starr Community Center
300 South Lincoln Fort Bragg, CA 95437

MINUTES

1.0 CALL TO ORDER

- 5:30 P.M.
- Roll Call Barbara Burkey, Angela Dominguez and Dave Shpak (Via Zoom due to medical necessity) Absent: Craig Comen and John Huff District Supervisor, Kylie Felicich and Recreation Supervisor, Jennifer Saunders
- Public attendance: Bob Rodriguez, Tessie Branscomb and Rick Wood (Via Zoom from California Special District Association)

2.0 APPROVAL AND ADOPTION OF AGENDA

- Dominguez motioned, Shpak Second. Ayes: Burkey, Dominguez, Shpak. Absent: Comen, Huff

3.0 PUBLIC PARTICIPATION-NON-AGENDA ITEMS

- Bob Rodriguez is pleased with MCRPD changes and updates

4.0 STAFF REPORTS:

4.1 Kylie Felicich

4.2 Jennifer Saunders

- Jennifer left after report to open the gym for drop in basketball

5.0 OTHER REPORTS:

5.1 Friends of MCRPD

- Dominguez reported that \$720 in scholarships for Coast Youth Basketball for 16 players, 5 futsal scholarships for \$30 were pre-approved and 15 (1/2 off) scholarships were pre-approved.

5.2 South Coast

- Dave Shpak updated the board that RCRC is interested in the Recreation Services Grant Program, updates on Bower Park stake holder group, Friends of Bower Park

5.3 Mendocino Coast Botanical Gardens

- Barbara Burkey updated the board on the Mendocino Coast Botanical Gardens Retreat and LRI/Resource development

5.4 Personnel Committee

- No update

5.5 District Services Committee

- No update

5.6 Finance Committee

- No Update

5.7 Board of Directors

- No update

6.0 DISCUSSION/ACTION ITEMS

6.1 2024 Regular MCRPD Board of Directors Meeting Schedule

- Dominguez motioned, Shpak Seconded. Ayes: Burkey, Dominguez, Shpak
Absent: Dominguez, Huff

6.2 MCRPD Service Award Nomination

- Burkey posited to give the award to Moneque Wooden. Shpak motioned, Dominguez seconded. Ayes: Burkey, Dominguez, Shpak
Absent: Comen and Huff

6.3 Community Center of Mendocino

- Public comment from Bob Rodriguez was that it is unclear what CCM is asking for. Burkey stated that this is not a recreational request. Shpak concerned with off-target request that is out of alignment with MCRPD mission statement. Dominguez stated that this item has no action. Shpak agreed this has no action. The board directed District Supervisor to respond with a letter restating MCRPD mission statement and give head's up for forthcoming Recreation Services Grant

6.4 Resolution for credit card from California Bank of Commerce or Umpqua Bank

- Dave Shpak motioned to proceed with Page 7 recognizing if we qualify or not, to pass resolution as written, direct district supervisor to proceed with credit card applications.
- Shpak Motioned, Dominguez seconded. Ayes: Burkey, Dominguez, Shpak
Absent: Comen and Huff

6.5 Approval to sign lease for 401 North Harbor Drive in Fort Bragg

- Shpak motioned, Dominguez seconded. Ayes: Burkey, Dominguez
Shpak. Absent: Comen, Huff

6.6 Policy for Investment of District Funds

- Rick Wood, California Special District Association, was introduced via Zoom to the board. Wood explained the importance of nominating a Treasurer, adopting an investment structure and introduced California Class (A public agency that manages public investments legally and safely). The prime fund is at 5.54%. Upon approval of District Supervisor as Treasurer and adopting the investment policy and structure, the District will be able to grow financially and create a liquid revenue stream.
- Shpak motioned to adopt Policy Number 2130/Investment of District funds and make District Supervisor the Treasurer. Dominguez seconded. Ayes: Burkey, Dominguez, Shpak. Absent: Comen, Huff

6.7 Engagement with Rick Wood Update

- Rick Wood expressed the positive working agreement between him and the District. He said that through the current and forthcoming audits, ability to repay loans, growing profits, improving revenue this will get the District the ability to qualify for future grants. Rick emphasized the importance of

profit to accomplish the mission statements.

7.0 CONSENT CALENDAR

7.1 Approval of minutes for board meetings and standing committees: 11-15-2023

Regular Board of Directors Meeting Minutes

7.2 Approval of minutes for finance committee: 12-6-2023

7.3 Approval of minutes for special meeting: 12-6-2023

- Dominguez motioned, Shpak seconded. Ayes: Burkey, Dominguez, Shpak. Absent: Comen and Huff

8.0 ADJOURNMENT

- 6:56 P.M.