



REGULAR BOARD OF DIRECTORS MEETING
C. V. Starr Community Center
300 South Lincoln Street
Fort Bragg, CA 95437
Wednesday, May 17th, 2017
5:30 P.M.

MINUTES

1.0 CALL TO ORDER

- Meeting called to order at 5:30pm
- Board Members Present: Bill Hayes, John Huff, Kirk Marshall
- Board Members not present: Bob Bushansky
- Board Members arrived late: Cesar Yanez arrived at 5:37pm.

2.0 APPROVAL AND ADOPTION OF AGENDA

- A motion was made to approve and adopt the agenda.
- M/S/C: Marshall/Huff/Unanimous

3.0 PUBLIC PARTICIPATION-NON AGENDA ITEMS

None.

4.0 STAFF REPORTS:

- 4.1 MCRPD Activity Report
 - Dan Keyes gave the report.
- 4.2 CVSCC Performance Report
 - Dan Keyes gave the report.

5.0 OTHER REPORTS:

- 5.1 California Recreation Alliance
 - Sarah Huff reported that they have offered two more trainings on the regional park property. There was a situation out there at the most recent training where a broker had come to survey. It was requested that the brokerage company let the District know when they would be going out there as to not conflict with programs and classes that are going on.
- 5.2 Friends of MCRPD
 - Dan Keyes reported that they were unable to meet at the most recently scheduled meeting as there were not enough members.
- 5.3 South Coast
 - Beverly Flynn reported that the entry to the roadway will be going under construction soon at the RCRC property. Someone has offered to donate a back-hoe and they will accept the offer.

- 5.4 Community Center of Mendocino
 - None.
- 5.5 Mendocino Coast Botanical Gardens
 - Kirk Marshall reported that at the most recent board meeting, a new member was installed. They are thinking of increasing the number of people on the board from 9 to 11. They are prioritizing the improvement list and will be coming to the MCRPD board for some items.
- 5.6 Ad Hoc Area Funding Committee
 - None.
- 5.7 Ad Hoc Regional Park Committee
 - Huff said that their last meeting was short and informational. A presentation was given for a potential drone park at the Hwy 20 property. The timing might not be right as the grant application is going through as there will be inmate crews going out there preparing the property for the fencing.
- 5.8 Ad Hoc Strategic Planning Committee
 - None.
- 5.9 Personnel Committee
 - None.
- 5.10 District Services Committee
 - None.
- 5.11 Finance Committee
 - Hayes reported that everything is on track with nothing alarming. The finance committee recommends the approval of the financial statements and claims.
- 5.12 Board of Directors
 - None.

6.0 DISCUSSION/ACTION

- 6.1 CVSCC Propane Gas Quotes and Recommendation
 - Dan Keyes gave an overview of the request for propane bids that were received. Three companies submitted quotes to be the propane providers for MCRPD. The current provider did not. Staff recommends that the Board accepts the propane gas quote from Ferrell Gas as presented.
 - Marshall wanted to be sure that it was stated that since there is potential for employee gain with special rates included in the quote, that there would be no conflict of interest.

- Hayes and Yanez stated that this decision would solely made on the benefit of the company, and not for personal gain.
- A motion was made to accept the propane has quote from Ferrell Gas as presented.
- M/S/C: Huff/Yanez/Unanimous

6.2 Website Merger Project

- Dan Keyes gave the overview of the Website Design Services Consultant Agreement and the proposal for entering an agreement with CGC Website Design company.
- A motion was made to authorize the District Administrator to execute the consultant agreement for website design services in an amount not to exceed \$15,500.
- M/S/C: Yanez/Marshall/Unanimous

6.3 CVSCC and MCRPD Employee Handbook Merger

- Jill Rexrode gave an overview of the new handbook and highlighted the major changes for MCRPD employees.
- Hayes mentioned concerns with the membership benefits affecting the budget and the benefits only being beneficial to CVSCC employees.
- Keyes stated that it is a potential financial risk, but as the current trend goes, the “discounts” line item is usually not fulfilled by employees and the proposed 1718 budget should not be affected.
- Huff stated that if there are issues with the handbook, there is always the opportunity to adjust.
- A motion was made to approve the proposed Mendocino Coast Recreation and Park District Employee Handbook.
- M/S/C: Yanez/Marshall/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: Personnel Committee Meeting April 18th 2017, Finance Meeting April 19th 2017, Regular Board of Directors Meeting April 19th 2017, Special Board of Directors Meeting April 27th 2017

7.2 Approval of financial documents, as recommended by the Finance Committee: MCRPD financial statement, March 2017; CVSCC financial statement, March 2017; CVSCC check register, March 2017; MCRPD claims, May 2017; and CVSCC claims, May 2017

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

8.0 ADJOURNMENT

- Meeting adjourned at 6:41pm