



**REGULAR BOARD OF DIRECTORS MEETING**  
**Remote Meeting**  
**Wednesday, January 18, 2023**  
**5:30 P.M.**

**AMENDED AGENDA**

**PLEASE TAKE NOTICE**

DUE TO THE PROVISION OF THE GOVERNORS EXECUTIVE ORDERS N-29-20 WHICH SUSPEND CERTAIN REQUIREMENTS OF THE BROWN ACT, AND THE ORDER OF THE HEALTH OFFICER OF THE COUNTY OF MENDOCINO TO SHELTER IN PLACE TO MINIMIZE THE SPREAD OF COVID-19, THE MCRPD BOARD WILL BE PARTICIPATING BY TELECONFERENCE IN THE REGULAR MAY MEETING SCHEDULED FOR January 18, 2023.

In compliance with the Shelter -in-Place Orders of the County and State, this meeting will be closed to the public. The meeting will be accessible to the public via the following URL and sign in code.

Meeting URL:

<https://us02web.zoom.us/j/83673932710?pwd=bGhVOTIFekFjTmk1WGZYL2dBT0o1Zz09>

- The meeting ID: 836 7393 2710
- Password: 857319
- People who are calling in: Audio conferencing participant will need to call (415) 762-9988 or (646) 568-7788 and follow the verbal direction.

Public Comment regarding matters on the Regular Board of Directors Meeting Agenda be made by attendees at the teleconference meeting or may be made written and sent to Carly Wells, MCRPD/CVSCC Administrative Supervisor: [cwells@mcrpd.us](mailto:cwells@mcrpd.us) at any time prior to the scheduled meeting. Written comments may also be delivered by using the USPS to 300 S Lincoln St Fort Bragg CA 95437. All comments received prior and during the meeting will be read aloud. The Board is prohibited from discussion or acting on matters not on the agenda but may briefly respond or ask a question for clarification (Government Code 54954.2).

The District appreciates your patience and willingness to protect the health and wellness of our community. If you have any questions regarding this meeting, please contact the Administrative Supervisor by phone at (707) 964-9446 Ext. 106 or by email at [cwells@mcrpd.us](mailto:cwells@mcrpd.us).

**1.0 CALL TO ORDER AND ROLL CALL**

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).

**4.0 CORRESPONDENCE**

4.1 Letter from Beth Pine

**5.0 STAFF REPORTS:**

- 5.1 Administration Report (Moneque Wooden)
- 5.2 Maintenance Report (Paul Kelley)
- 5.3 Guest Services Report (Carly Wells)
- 5.4 Recreation Services Report (Kimberly Ramey)

**6.0 OTHER REPORTS:**

- 6.1 Friends of MCRPD
- 6.2 South Coast
- 6.3 MECCA
- 6.4 Mendocino Coast Botanical Gardens
- 6.5 Personnel Committee
- 6.6 Regional Park Committee
- 6.7 District Services Committee
- 6.8 Finance Committee
- 6.9 Board of Directors

Each Agenda 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 Reports or Presentations. 3) Receive Board questions and requests for clarification 3) Receive public comments. If action is to be considered, then 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

**7.0 DISCUSSION/ACTION ITEMS**

7.1 Presentation of 2022 MCRPD Recreation Service Award

**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

8.1 Approval of minutes for board meetings and standing committees: 12-14-2022  
Special Board of Directors Meeting Minutes; 12-20-2022 Finance Committee Meeting  
Minutes; 12-20-2022 Regular Board of Directors Meeting Minutes

8.3 This legislative body previously adopted Resolution No. 21-04, authorizing  
this legislative body to conduct remote “telephonic” meetings. Government Code  
54953(e) (3) authorizes this legislative body to continue to conduct remote  
“telephonic” meetings provide that it has timely made the findings specified  
therein. “The Mendocino Coast Recreation and Park District Board of Directors  
reconsidered the circumstances of the state of emergency declared by the  
Governor and at least on one of the following is true: (1) The state of emergency,  
continues to directly impact the ability of the members of this legislative body to  
meet safely in person; and/or (2) State or local officials continue to impose or  
recommend measures to promote social distancing”. AB 361 – Brown Act –  
Remote Meetings During State of Emergency

**9.0 ADJOURNMENT** – Next Regular Board of Directors Meeting- February 15,  
2023, at 5:30pm

### **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 Business Manager, 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.

1/3/2023

To: MCRPD Board of Directors

300 South Lincoln Street

Fort Bragg, CA 95437

Re: Decision regarding partnership with FBUSD

Dear MCRPD Board of Directors,

To say that I was disappointed and disheartened by the board's decision to no longer partner with the school district to staff the after-school programs with the new expanded day learning funds would be an understatement, to say the least.

I have been, for the majority of my 25-year career with the MCRPD, coordinating after-school programs as a recreation district employee. MCRPD has partnered with the school district for the past 15 years to provide the Kudos 4 Kids program and the facilities for the "Just for Kids" day camps ("Just for Kids" is where I started my career 25 years ago when *it* was the only afterschool program and was run by MCRPD, not FBUSD!).

That MCRPD would now see this as not in their mission is hard to fathom. I also would like to point out that the board members who voted to end the partnership and support of after-school programs were the longer serving MCRPD board members who have more knowledge of the history and past practices. I could better understand if the newest member was opposed, not having had the opportunity to explore.

Which segways into something else I would like to point out. The action item before you was to further investigate this continued partnership and the development of the MOU for the expansion of the Kudos 4 Kids program. To have your own board members expressing the desire to do so, and a brand new member as one of those, making the decision to say "no" as opposed to simply continuing a dialogue seems unfair to the newest board member and to the new administration of FBUSD, to discourage a discussion as to whether or not this would continue to be a benefit to the recreation district and the families both agencies serve.

Over the years as the Kudos 4 Kids coordinator, I have attended many, many MCRPD and FBUSD board meetings. I have in the past been asked to provide monthly reports. I have always given annual updates and presentations regarding Kudos 4 Kids activities and benefits to the community. I have also put a great deal of individual effort to be informed at the highest levels, serving on county, regional and state expanded learning gatherings and committees. I have made myself available to the administrator and the board to share the most current and pertinent information about the new funding and the role MCRPD would play as the continued partner to FBUSD. While the discussion only recently reached your attention in public meetings, this new ELO funding has created an extensive and on-going dialogue with me and MCRPD administration, school administration and the school board for well over a year, with assurances that MCRPD would come to the table as a willing partner once the decision was made to move forward. I am sorry if you were not informed of that fact.

During those discussions, I expressed to the administrator that I would prefer to remain an employee of MCRPD because I have a long-standing commitment to the district and a desire to see the recreation

district succeed. That desire has been unwavering for the past 25 years. I have been an employee dedicated to your success.

I have been honest with both administrations regarding the liabilities associated with running the expanded day programs, as no program runs without some liability and risks. It appears to me that in the risks versus the benefits analysis, the risks have been amplified for your consumption, and I have to honestly say, I don't believe the current board has taken the opportunity that was given them at the last meeting to explore whether or not the risks were really more than your agency has been subjected to for the past twenty-five years of conducting after-school programming. It appears to me that you made a decision based upon fear of the unknown and didn't take the opportunity to investigate whether or not the fear was founded.

Be that as it may, you have made your decision as a board, and I will move forward with my career assisting the FBUSD in securing an invested partnership for the Kudos 4 Kids program and staff.

I do wish MCRPD success in all future endeavors and I thank the MCRPD board for their service to our community!

Sincerely,

Beth Pine

A handwritten signature in cursive script that reads "Beth Pine".

ASES program coordinator FBUSD

## Administrative Report

Submitted by Moneque Wooden, District Administrator

January 2023

December was filled with many wonderful and exciting programs. Staff kicked off the month of December by participating in the lighted truck parade, in which they took 2<sup>nd</sup> place. The District brought back their annual Aquathon and silent auction. The monies raised from this event support swim lessons for all second graders in our District. Carly and I set up and monitored the silent auction which took place in the multipurpose room, while swimmers were busy swimming their laps in the pool.

In December the Starr Center hosted its first Winter Workshop. This program ran for two days. Each day the children participated in making crafts, playing games and of course swim slide and splash. Staff is excited of the possibilities of bringing more programs like this to the CV Starr Center. The Grinch made a special appearance at the Center to close out December. I sat in amazement as I watched the children line up to get a picture with the Grinch. Every child I witnessed put on their best dressed look to come see the Grinch. Many were color coordinated matching the Grinch.

The city has informed me that the FY 21-22 CV Starr audit process is complete, and the finance department should be presenting it soon to both the City and MCPRD Board. Staff has a meeting set up in January to meet with Isaac from the City to start looking ahead at CV Starr finances. Both the City and MCRPD's legal counsel continue to work together on the Regional Park Property purchasing agreement. I hope to be able to present the final agreement to the Board sometime soon.

I would like to take this opportunity to recognize one of MCRPD's longest standing employees, Mrs. Carly Wells. January 5, 2023, marked 15 years of service to the District. Although I believe it is more like 18 years, as Carly worked for the District, before the District started using their current software. True to Carly's form, she didn't say a word to me, she just let her anniversary date slide right by like it was any other day. Words cannot express what a great asset Carly is to the District and her co-workers. Carly is the heart of our team, often she is able to give valuable insight that others might not be able to offer. I am honored and blessed to have her as my co-worker.

C.V. STARR COMMUNITY CENTER  
MAINTENANCE REPORT  
January 11, 2023  
SUBMITTED BY Paul Kelley

WINTER IS HERE!!!

Winter impact: One of the biggest items the maintenance department is working on at this time is a very heavy winter and trying to protect the center as best we can. We have already had to replace parts of the buildings siding that has been torn off the building because of the high winds. We are also working several hours outside of normal work hours turning on and off equipment that is vulnerable to power outages and brown outs.

UV replacement project: we have now received two quotes for this project and should be receiving the third very soon.

VFD project: we have recently received quotes for this project and have submitted the quotes to the city. We are now waiting for the city to finalize the contractor and then the permits. The last step will be a starting date.

Domestic boiler Project: we have now received all quotes for our domestic boiler and holding tank replacement project, all quotes have been submitted to the city for review.

And as always, maintenance staff is working on general maintenance not only on the building but to the entire C.V. Starr property.

Paul Kelley  
Maintenance Supervisor  
C. V. Starr Community Center  
Mendocino Coast Recreation and Park District  
707-964-9446 .104

## Guest Services Report

Submitted by Carly Wells, Administrative Services Supervisor

January 2023

In December we hosted six birthday parties as well as a few lane rentals from outside agencies.

This Winter Break there were enough lifeguards available to work to offer Swim Slide Splash on the weekdays that the kids were out of school. This was very popular, local families as well as visitors were very grateful to have a place for their kids to get some energy out.

The Aquathon was held on Saturday, December 10<sup>th</sup>. Swimmers completed their laps and then were treated to a few tasty treats in the staff kitchen. The Silent Auction was in the Multipurpose Room. Moneque and I monitored the Silent Auction all day and were able to inform patrons about the wonderful program that it supported.

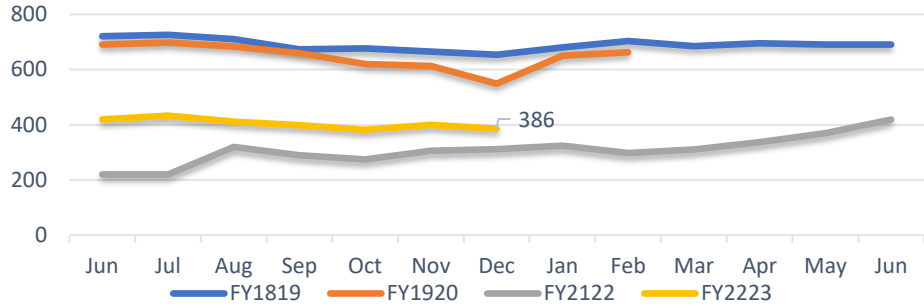
Registration for enrichment programs was held on the 19<sup>th</sup>. We had three people working in guest services starting at 6:00am and still couldn't get to the phones as fast as some customers would have liked. Some swim lesson levels filled within minutes, we even had to put people on wait lists who were standing in the lobby at 6:15am to sign up.

The Grinch event was successful. We had several families stop by to say hi and get a picture. Kids were also able to leave with a few goodies we had left over from the Trunk or Treat and some water conservation information and buckets from the City of Fort Bragg.

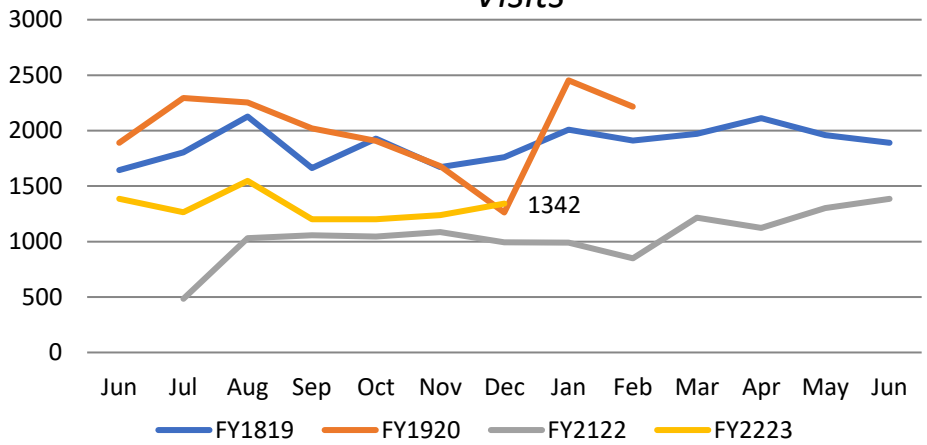
Early this month we saw a slight pick up in attendance as usual with people making their new years resolutions. The weight room has been significantly busier in the afternoons.



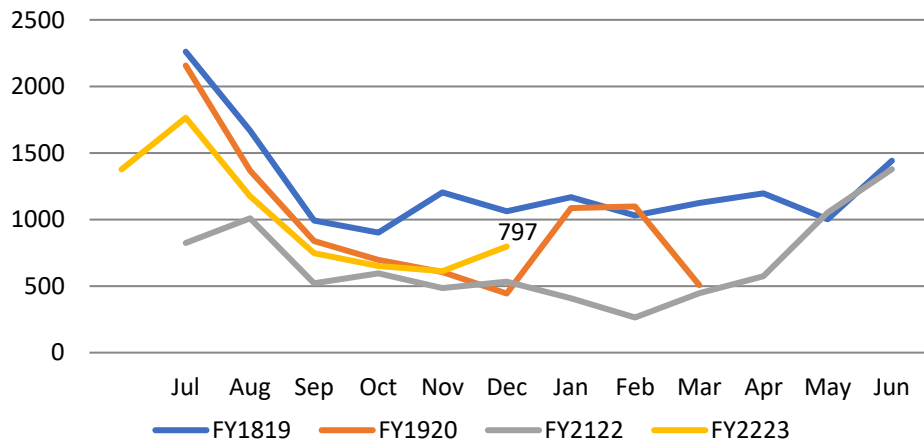
### Active Memberships (not including Punch Pass Style or Silver Sneakers/ Renew Active)



### Silver Sneakers, Prime and Renew Active Visits



### Day Passes Sold



## Recreation Services Report

January 2023

Submitted by Kimberly Ramey, Recreation Supervisor

### Enrichment:

December was a busy month in the recreation world. We brought back our annual Aquathon, and we were able to raise \$8447.00. These funds will go to supplying all second graders in our district with Swim Lessons. These lessons start the week of the 23<sup>rd</sup> of this month and we couldn't be more excited. We finished the year with a two-day Winter Workshop and Waves program that had full attendance. We tried to offer the same style of program for the south coast minus the pool of course but unfortunately it did not have the attendance needed to run the program. We had Kayaking in the pool on the 16<sup>th</sup> with a total of seven participants. Our Coast youth Basketball program has begun with 126 participants between 3<sup>rd</sup> and 8<sup>th</sup> grade. Overall, December was a month of wrapping up programs and gearing up for the new year.

Fitness: We have a live spin instructor and her classes have been picking up. We also just hired a second spin instructor as well. This person had a strong following in the past and we are very excited to have her back on our team. In general class numbers have taken a hit over the past several weeks with the current storms and the holidays being a major factor. This week seems to be picking back up with the new years and we hope to keep the momentum going.

### Aquatics:

Our Aquatics department has been doing better than previous months with staffing, but we will be losing two adult staff in the upcoming future. That said my focus going into this new year will be heavily aquatics, keeping the facility running and outreach for hiring new guards. I am currently training our new coordinator to teach swim lessons and Aqua Aerobics. He is eager to learn Aquatics and we are lucky to have him. The Aquatics department has its ebbs and flows and has always been this way. I know the staffing challenges that I currently face, that said I plan to utilize my attention to meeting the demands of the C.V. Starr Center while our other two coordinators will be focusing on MCRPD programs.

AGENDA ITEM SUMMARY

AGENDA ITEM:

7.1 2022 MCRPD Distinguished Service Award

PREPARED BY:

Moneque Wooden, District Administrator

ATTACHMENT(S):

None

EXPLANATION:

Each year the Mendocino Coast Recreation and Park District recognizes outstanding members of our community for their service and support. At a regular MCRPD Board of Directors meeting scheduled on December 21, 2022, the MCRPD Board of Directors approved the nomination for Connie Mitchell to be a recipient of the 2022 MCRPD Distinguished Service Award.

Connie has been involved with the youth and adults of our community for many years. She has spent her career teaching and sharing her knowledge and love of the game Volleyball, with all. Connie has been running MCRPD's Wednesday night volleyball program for more years than she can remember. The longevity and success of this program is because of her and her commitment to the community. A few Wednesday nights ago, Connie was going to cancel volleyball because of the storm. Her fellow volleyballers reached back out to her and begged her not to. True to Connie's commitment to the community and the District, Connie came out of the comforts of her safe warm house, traveled to the Old Rec Gym, and allowed the game to go on.

This award is in honor and recognition of Connie Mitchell whose volunteer service and selfless dedication to the mission and spirit of MCRPD has accomplished much for the residents of the Mendocino Coast Recreation and Park District.

On behalf of the District, it is with great honor and satisfaction to present the 2022 MCRPD Distinguished Service Award to Connie Mitchell.

FISCAL IMPACT:

None

ALTERNATIVES:

Not applicable

RECOMMENDED ACTION:

Present the 2022 MCRPD Distinguished Service Award to Connie Mitchell.

AGENDA ITEM SUMMARY

AGENDA ITEM:

8.0 Consent Calendar

PREPARED BY:

Carly Wells, Administrative Services Supervisor

ATTACHMENT(S):

- 12-14-2022 Special Board of Directors Meeting Minutes
- 12-20-2022 Finance Committee Meeting Minutes
- 12-20-2022 Regular Board of Directors Meeting Minutes

EXPLANATION:

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: 12-14-2022 Special Board of Directors Meeting Minutes; 12-20-2022 Finance Committee Meeting Minutes; 12-20-2022 Regular Board of Directors Meeting Minutes

7.3 This legislative body previously adopted Resolution No. 21-04, authorizing this legislative body to conduct remote “telephonic” meetings. Government Code 54953(e) (3) authorizes this legislative body to continue to conduct remote “telephonic” meetings provide that it has timely made the findings specified therein. “The Mendocino Coast Recreation and Park District Board of Directors reconsidered the circumstances of the state of emergency declared by the Governor and at least on one of the following is true: (1) The state of emergency, continues to directly impact the ability of the members of this legislative body to meet safely in person; and/or (2) State or local officials continue to impose or recommend measures to promote social distancing”. AB 361 – Brown Act – Remote Meetings During State of Emergency

FISCAL IMPACT:

None

ALTERNATIVES:

None

RECOMMENDED ACTION:

Carry a motion to approve all items included on the January 18, 2023, consent calendar.

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 approve all items included on January 18, 2023, consent calendar.

Motion made by (Board Member): \_\_\_\_\_

Second made by (Board Member): \_\_\_\_\_

Discussion

Vote

Carried?

Yes

No

Unanimous

By majority

Voted against: \_\_\_\_\_

Abstained: \_\_\_\_\_



**SPECIAL MCRPD BOARD OF DIRECTORS MEETING**  
**CV Starr Community Center**  
**300 South Lincoln Street**  
**Fort Bragg, CA. 95437**  
**Wednesday, December 14, 2022**  
**3:00 pm**

**MINUTES**

**PLEASE TAKE NOTICE**

DUE TO THE PROVISION OF THE GOVERNORS EXECUTIVE ORDERS N-25-20 WHICH SUSPEND CERTAIN REQUIREMENTS OF THE BROWN ACT, AND THE ORDER OF THE HEALTH OFFICER OF THE COUNTY OF MENDOCINO TO SHELTER IN PLACE TO MINIMIZE THE SPREAD OF COVID-19, THE MCRPD BOARD WILL BE PARTICIPATING BY TELECONFERENCE IN THE SPECIAL BOARD MEETING SCHEDULED FOR DECEMBER 14, 2022

In compliance with the Shelter -in-Place Orders of the County and State, this meeting will be closed to the public. The meeting will be accessible to the public via the following URL and sign in code.

URL: <https://us02web.zoom.us/j/87126440716?pwd=Wmt5b2UxNEgxd1I0ZXFCMEorVk1rQT09>

- The meeting ID: 871 2644 0716
- Password: 791433
- People who are calling in: Audio conferencing participant will need to call (415) 762-9988 or (646) 568-7788 and follow the verbal direction.

Public Comment regarding matters on the Special Board of Directors Meeting Agenda be made by attendees at the teleconference meeting or may be made written and sent to Carly Wells, MCRPD/CVSCC Administrative Supervisor: [cwells@mcrpd.us](mailto:cwells@mcrpd.us) at any time prior to the scheduled meeting. Written comments may also be delivered by using the USPS to 300 S Lincoln St Fort Bragg CA 95437. All comments received prior and during the meeting will be read aloud. The Board is prohibited from discussion or acting on matters not on the agenda but may briefly respond or ask a question for clarification (Government Code 54954.2). The District appreciates your patience and willingness to protect the health and wellness of our community. If you have any questions regarding this meeting, please contact the Administrative Supervisor by phone at (707) 964-9446 Ext. 106 or by email at [cwells@mcrpd.us](mailto:cwells@mcrpd.us).

**1.0. CALL TO ORDER AND ROLL CALL**

- Meeting called to order at: 3:02pm
- Board members present: Felicich, Huff, Bushansky, Burkey, Dominguez

**2.0 APPROVAL AND ADOPTION OF AGENDA**

The agenda was approved with no changes.

- M/S/C: Bushansky/Huff/Unanimous
- Yeyes: All

**3.0 PUBLIC PARTICIPATION, NON-AGENDA ITEMS**

- None

**4.0 DISCUSSION/ACTION ITEMS**

4.1 Discussion with CAPRI regarding possible exposure

- Wooden opened the topic giving background about attending FBUSD meetings regarding the ELO-Program, stating that at every meeting FBUSD did not have any intentions to use the funds for the ELO-Program due to how large of a program that it is. The current after-school program, KUDOS, has guidelines which are required to be followed whereas the ELO-Program currently does not have any guidelines to follow. MCRPD was also not consulted in the planning guide or MOU for the ELO-Program.
- Executive Director of CAPRI, Matthew Duarte, was made aware in November of the ELO-Program. Duarte explained the risen worries/issues that may be entailed for MCRPD and was willing to answer questions.
- Huff asked if there were any current liabilities and lawsuits that other Park Districts were facing. Duarte stated that the other districts are not participating to this extent of a program at this time. Wooden mentioned that lawsuits were brought up at a state level meeting.
- Regional Lead, Bessie Glossenger, mentioned that lawsuits are for the school districts and not the parks and recreational districts, and was available to answer questions.
- Burkey asked if MCRPD would be a liable party, Duarte stated that in most cases everyone is held liable. Duarte explained that general lawsuits can be assisted by CAPRI with no deductible, but lawsuits with IEP 504 plans would not be covered by CAPRI, and MCRPD would have to cover all costs. Wooden also mentioned that MCRPD is threatened with lawsuits every year through the after-school program as well as workman's compensation. Wooden asked the board how much energy should be put into the ELO-Program.
- Superintendent of FBUSD, Joe Aldridge, believes any legal mitigation should be taken care of with contracts. Aldridge and Wooden argued whether or not Wooden was made aware of the planning of the ELO-Program and the MOU. At this time Aldridge would like to confirm if MCRPD would like to partner with FBUSD to create this program or if FBUSD should look towards other community organizations.
- Glossenger explained some of the program's guidelines, stating that the program will need to be offered to all kids, but it is unlikely that a large influx would occur based on waitlists, and family needs that need to be met by the ELO-Program. Burkey asked if there was any data on possible attendance to the program. Wooden stated there are many questions regarding the program, but there are no clear answers due to the unknowns.
- ASES Coordinator, Beth Pine, stated that currently FBUSD's middle school will not be adding in many kids, Redwood Elementary does not have a wait list, and Dana Gray Elementary has approximately 35 kids on a waiting list with plans on adding some kids into the after-school program but not a substantial amount. It was noted that there have been threats of lawsuits, but they have not been from parents of children with special needs, and currently children enrolled in the afterschool program with special needs have very little issues participating in the program. Pine also stated that she was involved in the MOU process for the ELO-Program.
- Director of Special Programs, Carolyn Carine, said that she receives major feedback from parents about how beneficial the after-school program is and that there has not been any litigation with students of special needs. Carine thanked Pine for her partnership with the school district.
- Wooden asked to confirm whether the ELO-Program will run regardless of partnership with MCRPD. Aldridge said that whether or not MCRPD partners with FBUSD, the ELO-Program will happen, and because the current partnership with MCRPD for the after-school program has been working so well he would like for that partnership to continue. Aldridge stated that other than MCRPD, there are other organizations FBUSD plans to partner with.

- Burkery asked Aldridge who the other partners were. Aldridge said the Fort Bragg Gardening Club, and the Fort Bragg Noyo Center would be the other partners, but they are not as involved as MCRPD.
- Carine said MCRPD was a vendor for the ASSETS program. Wooden stated the over the years MCRPD has been underpaid by FBUSD. Carine stated that building and writing grants are done with partners, and that MCRPD has helped with the programming by hiring and paying the personnel needed to have the program to run. Wooden agreed that the after-school program is very important to keep.
- Huff suggested that there was communication issues between FBUSD and MCRPD and understands that there will be risk of liability. Huff would like to see the organizations work together and wanted to give direction for the district and MCRPD to work on communications and create a committee for FBUSD and MCRPD to go over and answer questions. Felicich agreed with Huff and is aware the program will require a lot of work to be put into it but would like to see the program happen.
- Wooden spoke about having a different level of partnership that other organizations have with FBUSD and would like MCRPD to be involved in more recreational opportunities aside from being given the sole responsibility of Human Resources. Wooden also stated that allowing TK-aged children and extending the hours of an after-school program would involve childcare licensing laws, and the wages being offered through the ELO-Program would create discrepancies with current MCRPD personnel and possibly harm existing departments.
- Duarte said that Public Parks and Recreation can be exempt from child licensing requirements if MCRPD only offered 12 weeks or less, or 16 hours per week or less in a 12-month period. Duarte explained if the district wanted to exceed that amount, they would need to be licensed with the department of social services. Duarte referenced page 19 of the ELO-Program MOU, explaining that Park District staff should not participate in academic program involvement as it is not their expertise and running academics is outside of park district staff responsibilities due to the issues and liabilities that would be raised.
- Glossenger added to the Zoom chat that the ELO-Program is exempt from childcare licensing.
- Carine stated that FBUSD does not involve afterschool personnel in IEP meetings and that there is a ban on that. Carine said that after the meetings, applicable information is shared. Wooden stated that she has emails asking for afterschool personnel to attend the IEP meetings.
- Bushansky asked Duarte if there is a form of the MOU that would make CAPRI more comfortable about partnering up for the ELO-Program. Duarte asked to redline item 13 under the FBUSD responsibilities of the MOU, amongst other items that would create potential risks and liabilities for MCRPD. Wooden went over the redlined concerns and the responsibilities for FBUSD to take over and those of which MCRPD will handle. Adlridge did not see any issues with the proposes changes from MCRPD.
- Pine stated that the afterschool program has not changed, and that the ELO-Program is expected to run the same as ASES. Pine also said that MCRPD can create a specific job description to hire certified teachers for academic necessities and believes site leads should attend meetings.
- Wooden said that because the district no longer has homework and an academic hour would now fall on the ELO-Program, MCRPD staff will eventually have to provide an academic classroom.
- Duarte said that is it possible for MCRPD to run the ELO-Program but not with the original MOU that was presented.
- Glossenger said that the academic enrichment discussed would involve an activity



related to an assignment or homework that is being learned in school.

- Carine apologized to Wooden for talking over her and wanted to state that FBUSD and MCRPD have had a well working relationship and would like the board to consider continuing that relationship.
- Burkey said that she believes there is a will to move forward with the ELO-Program and it will continue to be discussed in the next board meeting. Wooden thanked Duarte for attending the meeting.

#### 4.2 Extend Resolution 21-04 Authorize the Conduct of Remote “Telephonic” meetings

- M/S/C: Burkey/Felicich/Unanimous
- Yeyes: All
- Absent: Bushansky

### 5.0 ADJOURNMENT

- Meeting adjourned at: 4:27pm

### 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.

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**FINANCE COMMITTEE MEETING  
REMOTE MEETING  
Wednesday, December 21, 2022  
4:30 p.m.**

**MINUTES**

**PLEASE TAKE NOTICE**

DUE TO THE PROVISION OF THE GOVERNOR'S EXECUTIVE ORDERS N-29-20 WHICH SUSPEND CERTAIN REQUIREMENTS OF THE BROWN ACT, AND THE ORDER OF THE HEALTH OFFICER OF THE COUNTY OF MENDOCINO TO SHELTER IN PLACE TO MINIMIZE THE SPREAD OF COVID-19, THE MCRPD FINANCE COMMITTEE MEMBERS WILL BE PARTICIPATING BY TELECONFERENCE IN THE MCRPD FINANCE COMMITTEE MEETING SCHEDULED FOR December 21, 2022.

In compliance with the Shelter-in-Place Orders of the County and State, this meeting will be closed to the public. The meeting will be accessible to the public via the following URL and sign in code.

- Meeting URL:  
<https://us02web.zoom.us/j/87667129252?pwd=TU9Sc25aTE4xb3FMT1Y1NHFUZnVWUT09>
- Meeting ID: 876 6712 9252
- Passcode: 694598
- People who are calling in: Audio conferencing participant will need to call (415) 762-9988 or (646) 568-7788 and follow the verbal direction.

**3.0 CALL TO ORDER AND ROLL CALL**

- Meeting called to order at: 4:30pm
- Board members presents: Barbara Burkey, Bob Bushansky
- Staff members present: Moneque Wooden, Carly Wells, Ruby Acosta

**4.0 PUBLIC PARTICIPATION NON-AGENDA ITEMS**

- None
- A motion was made to approve the Agenda as presented.

**3.0 INFORMATION/DISCUSSION**

**3.1 MCRPD Financial Statement July 2022**

- The Financial Statement for July was reviewed.
- Wooden explained that most of the revenue made from enrichment and special events were from the Just for Kids program and the ALE'S Tournament that took place.
- Burkey said that the statements are in line with the budgeted amounts.

### 3.2 MCRPD Check Register July 2022

- The Check Register for July was reviewed.
- Burkey asked about the payment to Sage50, which was explained by Wooden that Sage50 is the accounting software used by the district.

### 3.3 MCRPD Financial Statement August 2022

- The Financial Statement for August was reviewed.

### 3.4 MCRPD Check Register August 2022

- The Check Register for August was reviewed.

## 5.0 **ADJOURNMENT**

- Meeting adjourned at: 4:41pm



**REGULAR BOARD OF DIRECTORS MEETING**  
**Remote Meeting**  
**Wednesday, December 21, 2022**  
**5:30 P.M.**

**MINUTES**

**PLEASE TAKE NOTICE**

DUE TO THE PROVISION OF THE GOVERNORS EXECUTIVE ORDERS N-29-20 WHICH SUSPEND CERTAIN REQUIREMENTS OF THE BROWN ACT, AND THE ORDER OF THE HEALTH OFFICER OF THE COUNTY OF MENDOCINO TO SHELTER IN PLACE TO MINIMIZE THE SPREAD OF COVID-19, THE MCRPD BOARD WILL BE PARTICIPATING BY TELECONFERENCE IN THE REGULAR MAY MEETING SCHEDULED FOR DECEMBER 21, 2022.

In compliance with the Shelter -in-Place Orders of the County and State, this meeting will be closed to the public. The meeting will be accessible to the public via the following URL and sign in code.

Meeting URL:

<https://us02web.zoom.us/j/84299787635?pwd=bUIERmV2VXRiZWWhWMDhmVIZaek5mdz09>

- The meeting ID: 842 9978 7635
- Password: 271204
- People who are calling in: Audio conferencing participant will need to call (415) 762-9988 or (646) 568-7788 and follow the verbal direction.

Public Comment regarding matters on the Regular Board of Directors Meeting Agenda be made by attendees at the teleconference meeting or may be made written and sent to Carly Wells, MCRPD/CVSCC Administrative Supervisor: [cwells@mcrpd.us](mailto:cwells@mcrpd.us) at any time prior to the scheduled meeting. Written comments may also be delivered by using the USPS to 300 S Lincoln St Fort Bragg CA 95437. All comments received prior and during the meeting will be read aloud. The Board is prohibited from discussion or acting on matters not on the agenda but may briefly respond or ask a question for clarification (Government Code 54954.2).

The District appreciates your patience and willingness to protect the health and wellness of our community. If you have any questions regarding this meeting, please contact the Administrative Supervisor by phone at (707) 964-9446 Ext. 106 or by email at [cwells@mcrpd.us](mailto:cwells@mcrpd.us).

**1.0 CALL TO ORDER AND ROLL CALL**

- Meeting called to order at: 5:30pm
- Board members present: Burkey, Bushansky, Felicich, Huff
- Board members absent: Dominguez

## **2.0 APPROVAL AND ADOPTION OF AGENDA**

- The agenda was approved with the change to move item number 6.1, Expanded Learning Opportunities Program, up the agenda before Staff Reports are given.
- M/S/C: Bushansky/Huff/Unanimous
- Yeyes: All
- Absent: Dominguez

## **3.0 PUBLIC PARTICIPATION-NON AGENDA ITEMS**

- Community member, Dave Shpak, asked the board what issues MCRPD faces that prevent them from receiving state grants and if it would be possible to allocate tax money from the district towards Bower Park to make up for the lack of recreational activities provided in the South Coast. At this time, board members were prohibited from commenting.

### **6.1 Expanded Learning Opportunities Program (ELO-P)**

- Huff motioned to continue to explore the partnering possibilities of the ELO-Program. Burkey wanted to make sure that MCRPD would not become involved in the HR, employment, and academics for the ELO-Program and for MCRPD to focus on its mission statement to provide opportunities that would promote physical and mental wellbeing for everyone through active play, community enrichment, programs and events. Bushansky seconded Burkey's addition to the motion.
- Dominguez joined the meeting at 5:40pm
- Felicich agreed that the original MOU for the ELO-Program has issues but agreed with Huff that locking in any motions would be premature. Felicich also said that the board needs to take it into consideration, if MCRPD is given a chance to offer more to the community.
- Sphak commented that with previous experience working with Parks and Recreation, he would like to express that it is important to take action and create appropriate expectations before getting involved in programs that are out of the district's jurisdiction. Shpak commented that it is important for MCRPD to focus on their mission statement.
- Director of Special Programs, Carolyn Carine, urged the board to form a committee and argued that Fort Bragg is centered around community and does not operate like a large city.
- The first motion made by Huff to proceed further with exploring the possibilities of partnerships with the ELO-Program was then voted on.
- M/S/C: Huff/Felicich/Motion did not pass
- Yeyes: Felicich, Huff
- Nayas: Burkey, Bushansky, Dominguez
- As the motion did not pass, there will be no further exploration of the ELO-Program at this time. It was stated that if FBUSD brought another idea to the MCRPD it would be looked at that time. Currently there is nothing to discuss further on this topic.

#### **4.0 STAFF REPORTS:**

##### 4.1 Administration Report (Moneque Wooden)

- Wooden gave her report and commented that due to low staffing levels, the month of November was hard on management but thanked the management and staff that made running the C.V. Starr Community Center possible.

##### 4.2 Maintenance Report (Paul Kelley)

- Wooden presented the report for Kelley.

##### 4.3 Guest Services Report (Carly Wells)

- Wells gave her report.

##### 4.4 Recreation Services Report (Kimberly Ramey)

#### **5.0 OTHER REPORTS:**

##### 5.1 Friends of MCRPD

- Nothing to report.

##### 5.2 South Coast

- Nothing to report.

##### 5.3 MECCA

- Nothing to report.

##### 5.4 Mendocino Coast Botanical Gardens

- The Festival of Lights was a big success thanks to everyone that helped put it together.

##### 5.5 Personnel Committee

- Nothing to report.

##### 5.6 Regional Park Committee

- Nothing to report.

##### 5.7 District Services Committee

- Nothing to report.

##### 5.8 Finance Committee

- Finances for MCRPD were looking good for the months of July and August.

##### 5.9 Board of Directors

- Burkey reminded the board about the Brown Act and Ethics seminar training.

Each Agenda 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 Reports or Presentations. 3) Receive Board questions and requests for clarification 3) Receive public comments. If action is to be considered, then 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 ITEMS

### 6.2 2023 Regular MCRPD Board of Directors Meeting Schedule

- A motion was made to approve the 2023 Regular MCRPD Board of Directors Meeting Schedule as presented
- M/S/C: Bushansky/Huff/Unanimous
- Yeyes: All

### 6.3 Nomination and Election of Board Officers

- A motion was made to nominate Burkey as the Chair of the Board.
- M/S/C: Bushansky, Dominguez/Motion Passes
- Yeyes: Burkey, Bushansky, Dominguez, Felicich
- Naves: Huff
- A motion was made to nominate Bushansky as the Vice Chair of the Board.
- M/S/C: Huff/Dominguez/Unanimous
- Yeyes: All
- A motion was made to nominate Felicich as the Secretary of the Board.
- M/S/C: Huff/Burkey/Unanimous
- Yeyes: All

### 6.4 Board Member Standing Committee Assignments

- A motion was made to nominate Bushansky for the Finance Committee.
- M/S/C: Bushansky/Burkey/Unanimous
- Yeyes: All
- A motion was made to nominate Burkey for the Finance Committee.
- M/S/C: Dominguez/Bushansky/Unanimous
- Yeyes: All
- A motion was made to nominate Huff for the Personnel Committee.
- M/S/C: Bushansky/Burkey/Unanimous
- Yeyes: All
- A motion was made to nominate Felicich for the Personnel Committee.
- M/S/C: Huff/Burkey/Unanimous
- Yeyes: All
- A motion was made to nominate Dominguez for the District Services Committee.
- M/S/C: Burkey/Huff/Unanimous
- Yeyes: All
- A motion was made to nominate Huff for the District Services Committee.
- M/S/C: Huff/Bushansky/Unanimous
- Yeyes: All
- A motion was made to nominate Felicich for the Regional Park Committee.
- M/S/C: Huff/Burkey/Unanimous
- Yeyes: All
- A motion was made to nominate Bushansky for the Regional Park Committee.

- M/S/C: Burkey/Huff/Unanimous
- Yeyes: All
- Wooden read all the names for all of the assignments as voted on and then Burkey moved to approve the selected candidates to serve on the above committees.
- Felicich asked if it would be possible to create a new committee. Huff said it is possible as the Regional Park Committee has been added. Felicich said she would like to create an ADHOC committee for the ELO-Program. Burkey said that she would like to see a new proposal from FBUSD for the ELO-Program before creating the committee.

#### 6.5 Board Member Committee Assignments

- A motion was made to nominate Burkey for the South Coast Committee.
- M/S/C: Burkey/Bushansky/Unanimous
- Yeyes: All
- A motion was made to nominate Felicich for the MECCA Committee.
- M/S/C: Burkey/Huff/Unanimous
- Yeyes: All
- A motion was made to nominate Burkey for the Botanical Gardens Committee.
- M/S/C: Dominguez/Bushansky/Unanimous
- Yeyes: All
- Wooden read all the names for all of the assignments as voted on and the Board agreed that they were all correct. Burkey moved to approve the selected candidates to serve on the above committees.

#### 6.6 MCRPD Service Award Nomination

- A motion was made to accept the nomination of MCRPD volunteer, Connie Mitchell, for the MCRPD Distinguished Public Service Award.
- M/S/C: Dominguez/Bushansky/Unanimous
- Yeyes: All

#### 6.7 LAFCo. Ballot Extension

- A motion was made to elect Candace Horslet as the Regular Special District Member.
- M/S/C: Burkey/Dominguez/Unanimous
- Yeyes: All

### 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: 11-16-2022  
Regular Board of Directors Meeting Minutes



7.2 Approval of financial documents, as recommended by the Finance Committee: MCRPD Financial Statement July 2022; MCRPD Financial Statement August 2022; MCRPD Check Register July 2022; MCRPD Check Register August 2022

7.3 This legislative body previously adopted Resolution No. 21-04, authorizing this legislative body to conduct remote “telephonic” meetings. Government Code 54953(e) (3) authorizes this legislative body to continue to conduct remote “telephonic” meetings provide that it has timely made the findings specified therein. “The Mendocino Coast Recreation and Park District Board of Directors reconsidered the circumstances of the state of emergency declared by the Governor and at least on one of the following is true: (1) The state of emergency, continues to directly impact the ability of the members of this legislative body to meet safely in person; and/or (2) State or local officials continue to impose or recommend measures to promote social distancing”. AB 361 – Brown Act – Remote Meetings During State of Emergency

- I move to approve the December 21 consent calendar as presented.
- M/S/C: Bushansky/Dominguez/Unanimous
- Y/yes: All

#### 8.0 **ADJOURNMENT**

- Meeting adjourned at: 6:32pm

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