

REGULAR BOARD OF DIRECTORS MEETING
at the Community Center Of Mendocino, 998 School Street
Mendocino, CA 95460
Wednesday, October 18, 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 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 Kylie Felicich – District Supervisor Report

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

6.0 DISCUSSION/ACTION

- 6.1 Discussion Community Center of Mendocino (CCM)
- 6.2 Bi-Lingual Incentive Program
- 6.3 Nomination and Election of Board Officers
- 6.4 Board Member Committee Assignments

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 8-16-23, special board meetings 8-31-23 and 9-19-23

8.0 ADJOURNMENT – Next MCRPD Regular Board of Directors Meeting will be held on November 15, at 5:30pm; tentative location – Westport Fire Department N 33751, 37551 CA-1 Westport, CA 95488

9.0

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

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 Barbara Burkey, Board Chair, 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.



October 18, 2023

District Supervisor Report

Kylie Felicich

Things have moved quickly since my hire date on September 19. Regpack is the new registration platform for MCRPD. They gave us a very competitive price and many discounts. The technical support was fantastic. Gymnastics went live on Tuesday, October 3 at 6 P.M. We have 100 students signed up for gymnastics and 13 classes offered. It is important to convey the importance of this program in our community. The families and teachers are highly committed to this program and people were very determined to get their children signed up. The new session starts Monday, October 16.

Eide Bailly has been contracted to manage payroll. CFO Services has been contracted to move all SAGE files to QuickBooks, reconcile financials for 2023 and manage reports in the future. I will handle payables and receivables. I will be manually printing and uploading documents from SAGE to the accounting portal. This will be many hours of manual clerical work. The same must be done for the 2023 payroll. But we are pleased to be able to get to this point. It took over 3 months to find an accounting firm.

Skate night was very busy on September 29. We were close to being sold out. We have had to cancel recently due to staffing issues. We will recommend some staffing to the personnel committee to accommodate substitutes when regular staff cannot attend. We are planning an "adult only" skate night. We think our senior community would enjoy this. We have a Halloween themed Skate Night planned for October 27 complete with a costume contest.

The youth basketball platform will be built by Regpack on Monday, October 16. Registrations will go live around November 1. We will be accepting applications from prospective coaches. All coaches will need to be Live Scanned before we can finalize their applications. Player Assessments will happen in early December.

All paperwork has been filed with the Department of Justice for me to become the custodian of record for Live Scans. I expect to hear from the DOJ by October 20. We cannot hire any new employees or confirm any coaches until this has been done.

Trick or Trunk is being worked on for October 31 both in Fort Bragg and in Point Arena.

The Aquathon is set for Saturday, December 2. We will also hold the private auction the same weekend at C.V. Starr. We hold this MCRPD tradition as a top priority so 2nd graders on the coast can get swim lessons.

Drop-in Volleyball has declined in numbers. We plan to do more publicity to remind people of this amazing program! Connie Seabolt and I are working on a summer volleyball clinic. It will be a 3-day program with two sessions of age groups. Last summer, Mendocino Coast Junior Lifeguards bussed kids up from Point Arena. We hope to do this for girls volleyball.

CCM Board of Directors and Staff



Peg Brown Levy- Executive Director
Cally Dym - President
Lorie Wardlaw - Vice President
Carrie Honeycutt - Treasurer
Diane Jeffries - Secretary
Kitty Bruning - Fundraising

Gwen Seymour - Fundraising

Amanda Morrissey Ficili - Admin.

CCM is a 501c3 that has been a staple of the Mendocino Community since 2012. They offer a dynamic offering of Childcare services, classes and programs. As well as available classrooms and meeting rooms.

To: MCRPD Board of Directors,
meeting of September 20th, 2023

From: Bob Rodriguez, community member

Re: Re-visit Bilingual Incentive program

I am unable to attend your September Board meeting due to circumstances, thus this correspondence will take my place at the meeting.

I would like to revive the bi-lingual incentive program issue that was discussed at the July meeting. As we know, many dramatic changes have occurred for MCRPD in the last few months. Conditions too have changed for the 'bilingual employee incentive program' that was mentioned. I believe there can be a positive spin to these setbacks. Now there is time for the Board to re-set it's focus, the role of MCRPD, it's current programs and to widen out to include more of the coastal community from Westport to Gualala. This is a time were there may be changes in the way MCRPD functions, one such change is adopting the bilingual program for employees to be included into the MCRPD employee's handbook.

The current Board of Directors must be fiscally responsible for any new decisions that are currently made. The incentive program is designed to attract more applicants with this special skill and talent and comes with a pay increase. However, at this time MCRPD cannot afford this additional program and related costs.

Still, please consider adopted this program still knowing that the position cannot be filled at this time. The gesture would only be symbolic in nature, but the gesture would be seen as a progressive step by the latino community. Also, it will be part of the benefits for future employees and future Board of Directors to use. If there comes a time that this position can be funded, please do that too.

I recommend using similar wording that is used by the City of FB in their incentive program, labeled section 15 in their employee contracts handbook.

My question for the Board, will MCRPD need a bilingual translator in it's future business dealings with our community? I believe the answer is yes. Can we get help with translating from the City of FB, that is to be seen. To stand up for and for supporting this program, even holding the position open for now, demonstrates the understanding and caring for encouraging diversity by MCRPD.

Please put this item on the October Board meeting agenda so that item could be discussed and comments added and noted.

Thank you for you consideration in this matter.

Sincerely,

Bob Rodriguez
@ landb@mcn.org



MCRPD Board Member Committee Assignments

Friends of MCRPD

South Coast

Mendocino Coast Botanical Gardens

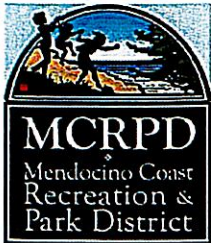
Personnel Committee (Human Resources Committee)

District Services Committee

Finance Committee

Ad Hoc Grants Committee

Proposed Ad Hoc Committee for Transition from C.V. Starr



REGULAR BOARD OF DIRECTORS MEETING
C. V. Starr Community Center 300 S. Lincoln St
Fort Bragg, CA. 95437
Wednesday, August 16, 2023
5:30 P.M.

MINUTES

1.0 CALL TO ORDER

- Meeting called to order at: 5:30PM
- Board members present: Barbara Burkey, Kylie Felicich, Angela Dominguez
- Board members absent: John Huff, Dave Shpak

2.0 APPROVAL AND ADOPTION OF AGENDA

- The agenda was adopted with no changes.
- M/S/C: Felicich/Dominguez
- Y/yes: Felicich, Burkey, Dominguez
- N/yes: None.
- Absent: Huff, Shpak

3.0 PUBLIC PARTICIPATION-NON AGENDA ITEMS

- Lorrie Wardlaw showed up a bit later but was asked if she had a public comment on non agenda items. She did. She was representing the Community Center of Mendocino and requested that the next board meeting agenda include a topic to discuss tax revenue distribution to the Mendocino area.

4.0 STAFF REPORTS:

- 4.1 Administrative Report (Carly Wells)
- Wells presented her report.
- 4.2 Maintenance Report (Paul Kelley)
- Kelley was absent and there were no questions.
- 4.3 CVSCC Performance Report (Carly Wells)
- Wells presented her report.
- 4.4 Recreation Services Report (Kim Ramey)
- Ramey presented her report.

5.0 OTHER REPORTS:

- 5.1 Friends of MCRPD
- Bob Rodriguez reported that the Friends of MCRPD are giving out more and more scholarships.
- 5.2 South Coast
- None.
- 5.3 Mendocino Coast Botanical Gardens

- Felicich reported that she attended the last meeting and was very impressed with the board and how it ran.
- 5.4 Personnel Committee
- None
- 5.5 District Services Committee
- None
- 5.6 Finance Committee
- No report but Burkey reported that she is on the search to hire a bookkeeper.
- 5.7 Ad Hoc Grants Committee
- There was not a meeting but they will be looking into a grant soon.
- 5.8 Board of Directors
- Burkey thanked Moneque Wooden and Carly Wells for their efforts. Felicich echoed the thank you.

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 Adopt the FY 2023-2024 Final MCRPD Budget
- A motion was made to adopt the MCRPD 2023-2024 Final Budget.
 - M/S/C: Felicich/Dominguez
 - Yeyes: Felicich, Burkey, Dominguez
 - Naves: none
 - Absent: Huff, Shpak
- 6.2 Create an Ad Hoc committee for the transition of the C. V. Starr Community Center operations.
- A motion was made for to form an ad Hoc committee to oversee the transition of the C. V. Starr Community Center operations and have Barbara Burkey and Dave Shpak serve on the committee.
 - M/S/C: Felicich/Burkey
 - Yeyes: Felicich, Burkey, Dominguez
 - Naves: none
 - Absent: Huff, Shpak
 - Bob Rodrigues asked what they will talk about.
 - Burkey explained that it will be a lot of things. All of the nuts and bolts of the operations including office space.
 - Felicich mentioned that the process can take up to six months.
 - Bill Hayes asks about the tax money that is shared from MCRPD to the

CVSCC and what will happen with it.

- Kassie Hayes asked how much of the property tax money is included in the MCRPD budget.
- It was explained that the MCRPD budget was developed before the vote to dissolve the agreement so there tax money in the MCRPD budget is the amount left over after the tax sharing with CVSCC.

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: 07-18-2023 personnel committee meeting, 07-09-2023 regular board meeting, 07-31-2023 personnel committee meeting, 08-02-2023 special board meeting, 08-08-2023 special board meeting

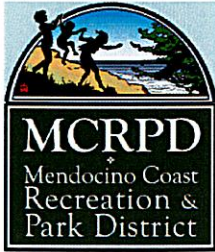
- A motion was made to approve the minutes for the board meetings and standing committees.
- M/S/C: Dominguez/Felicich
- Yeyes: Burkey, Felicich, Dominguez
- Neyes: None
- Absent: Huff, Shpak

8.0 ADJOURNMENT – Meeting adjourned at: 6:02PM

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 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.



SPECIAL BOARD OF DIRECTORS MEETING
C. V. Starr Community Center
300 S. Lincoln St
Fort Bragg, CA. 95437
Thursday, August 31, 2023
4:00 p.m.

MINUTES

1.0 CALL TO ORDER

Meeting called to order at 4:05 P.M.

Board members present: Barbara Burkey, Dave Shpak, Angela Dominguez, John Huff

2.0 APPROVAL AND ADOPTION OF AGENDA

The agenda was adopted with no change.

3.0 PUBLIC PARTICIPATION-NON AGENDA ITEMS

Tessie Branscomb relayed the importance of the 2nd grade swim program coming up and hopes to see it continue. Needs to include Point Arena and Three Rivers.

4.0 PUBLIC PARTICIPATION-CLOSED SESSION ITEMS

None

5.0 CLOSED SESSION:

4:10P.M.

5.1 PERSONNEL

In accordance with Government Code Section 54957, the Governing Board will meet in Closed Session to consider the appointment, employment, evaluation or performance, discipline, resignation, retirement, reassignment, dismissal, complaint of a public employee(s), specifically affecting management, confidential, certificated and/or classified employees.

6.0 RECONVENE TO OPEN SESSION

4:34 P.M.

Board gave direction to personnel committee to move forward with hiring new District Supervisor

Tessie Branscomb asked when will the public know who the person is?

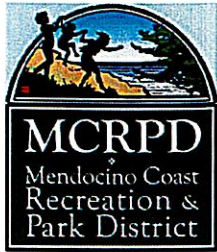
7.0 ADJOURNMENT –Meeting adjourned at 4:36 P.M.

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 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.



SPECIAL BOARD OF DIRECTORS MEETING
C. V. Starr Community Center
300 S. Lincoln St
Fort Bragg, CA. 95437
Tuesday, September 19, 2023
10:00 a.m.

MINUTES

1.0 CALL TO ORDER

Meeting called at 10:00 A.M.

Board member present: Barbara Burkey, Angela Dominguez, John Huff (Dave Shpak absent)

2.0 APPROVAL AND ADOPTION OF AGENDA

The agenda was adopted with no changes

3.0 PUBLIC PARTICIPATION-NON AGENDA ITEMS

No public present

4.0 PUBLIC PARTICIPATION-CLOSED SESSION ITEMS

No public present

5.0 CLOSED SESSION:

5.1 PERSONNEL

10:01 A.M went to closed session.

Motion made to approve hire of District Supervisor

Angela Dominguez motioned, John Huff Second, Barbara Burkey voted yes.

Unanimous

6.0 RECONVENE TO OPEN SESSION

6.1 Call to Order and roll call

6.2 Report of Final Action in Closed Session

7.0 ADJOURNMENT – Meeting adjourned at 11:09 A.M.

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.