



REGULAR BOARD OF DIRECTORS MEETING

C. V. Starr Community Center

300 South Lincoln Street

Fort Bragg, CA 95437

Wednesday, February 21, 2018

5:30 P.M.

MINUTES

1.0 CALL TO ORDER

- Meeting called to order at 5:35pm.
- Board members present: Cesar Yanez, Bob Bushansky, John Huff, Kirk Marshall
- Board members absent: Bill Hayes

2.0 APPROVAL AND ADOPTION OF AGENDA

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

3.0 PUBLIC PARTICIPATION-NON AGENDA ITEMS

- None.

4.0 STAFF REPORTS:

- 4.1 MCRPD Activity Report
 - Natalie Cottrell gave her report.
- 4.2 CVSCC Activity/Performance Measures Report
 - Donice Lehnhardt gave her report.

5.0 OTHER REPORTS:

- 5.1 California Recreation Alliance
 - Sarah Bradley-Huff reported OHV classes just finished two weeks ago, and more classes are coming in a couple weeks. Last weekend they did sound test for the Environmental impact reports during the classes. Thanks were given too MCRPD for the use of the property. She also noted that the trespassers, though still present, they are now starting to wear more safety equipment as CRA has more of a presence there.
- 5.2 Community Center of Mendocino
 - Dan Keyes reported that CCM has contacted staff about getting back into the MCRPD budget.
 - Huff stated they are an independent non-profit and MCRPD should not be responsible for putting them into our budget. Rather, non-profits should be treated all the same and an application process is necessary to provide any funding.
- 5.3 Friends of MCRPD
 - Carly Wells reported that their scholarship funding has been taking off and they have been coordinating with the Center on how to implement

- awarded scholarships.
- 5.4 South Coast
- Continuing to get sponsorships for the disc golf course and hope to have an event in July.
- 5.5 Mendocino Coast Botanical Gardens
- Marshall reported that everything is going smoothly, the farmhouse work is coming into the final stages of renovation. Now they are looking for funding avenues for trail maintenance.
- 5.6 Regional Park Committee
- Huff reported that the committee met with HIIG, Inc. for the Environmental Impact Report and they can gather all the information and work with local businesses to complete the report. Last weekend they tested sound and activity around the property with special equipment.
 - In addition, the firm conducting the Economic Feasibility study will be here next week for a site visit.
- 5.7 Ad Hoc Strategic Planning Committee
- Bushansky said that the last meeting in Mendocino had no attendees. Next Saturday there will be a meeting in Elk.
- 5.8 Personnel Committee
- Yanez had nothing to report. They will be setting up a meeting in the next couple months to conduct the annual performance evaluation for Dan Keyes .
- 5.9 District Services Committee
- Nothing to report.
- 5.10 Finance Committee
- Bushansky reported that MCRPD financials are doing well, with higher than anticipated revenues, bringing the year to date actuals into a favorable position compared with the budget. MCRPD claims show payments to the auditors for the month, which are annual payments. CVSCC financials are looking good as well, with favorable revenue year to date. CVSCC claims are normal as well, with additional payment for the Asset Works asset management company site visit.
- 5.11 Board of Directors
- Yanez had fun at the Father Daughter Dance hosted at the CVSCC the weekend prior to valentine's day.

6.0 DISCUSSION/ACTION

6.1 Resolution 18-01: Authorizing a State of California OHV Planning Grant Application

- Keyes gave an overview of the resolution and explained that this is additional OHV grant would focus more on developing the design and layout of the OHV park.
- Bradley-Huff said its all contingent on the EIR study. Requests for estimates will also be submitted by the end of the week. This grant will provide funding for plans and blueprints for future use in which they can be used to put in bid packets.

- Yanez made a motion to approve the resolution for MCRPD in conjunction with CRA to complete and submit application for a 2018 State of California, OHV Planning Grant.

- M/S/C: Yanez/Marshall/Unanimous

6.2 Behavior Policy

- Keyes gave an overview of the Behavior Policy.
- Carly Wells stated that this last 6 months have been very trying with difficult patrons and went over the hardships of the front desk and customer interaction. Several recent issues provoked the need for such a behavior policy for staff protection from abuse and to maintain a safe environment within the facility.
- Wells requested an amendment be added in that is included with the motion below.
- A motion was made to approve the Behavior Policy as with the amendment to page 3, 4.5c add if the exclusion was more than one day.
- M/S/C: Yanez/Marshall/Unanimous

6.3 FY 17-18 CVSCC Mid-Year Budget Adjustments

- Rexrode went over the Midyear Budget Report, highlighting changes in the format. Operating Revenues are on target as well as expenses. During the finance meeting it was brought up to include the LED Lighting project to the midyear budget report and adjustments. It is recommended that a new line item is listed on the summary so the project can begin. The LED lighting loan will save the Center on multiple levels, financially and from a maintenance standpoint. The loan will just be added on to the billing and will last for 87 months and expected to have no negative impact on the Center, with no out of pocket cost.
- A motion was made to approve the midyear budget with recommended changes for the LED lighting project.
- M/S/C: Huff/Marshall/Unanimous

7.0 CONSENT CALENDAR

7.1 Approval of minutes for board meetings and standing committees: 12-07-2017 Regional Park Committee Meeting Minutes, 12-13-2017 Special MCRPD Board of Directors Meeting Minutes, 01-10-2018 Regional Park Committee Meeting Minutes, 01-17-2018 Regional Park Committee Meeting Agenda, 01-17-2018 Finance Committee Meeting Minutes, 01-17-2018 Regular MCRPD Board of Directors Meeting Minutes 01-24-2018 Regional Park Committee Meeting Minutes, 01-24-2018 Regional Park Committee Meeting Minutes 02-07-2018 Special Board Meeting Minutes

7.2 Approval of financial documents, as recommended by the Finance Committee: MCRPD financial statement, December 2017; CVSCC financial statement, December 2017; CVSCC check register, December 2017; MCRPD check register, December 2017; MCRPD claims, February 2018; and CVSCC claims, February 2018

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

8.0 ADJOURNMENT

- A motion was made to adjourn.
- M/S/C: Yanez/Huff/Marshall
- Meeting adjourned at 7:04pm