



REGULAR BOARD OF DIRECTORS MEETING

VFW Building – Government Building

451 School Street

Point Arena, CA. 95468

Wednesday, June 21, 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 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 STAFF REPORTS:

4.1 Administrative Report (Moneque Wooden / Carly Wells)

4.2 Maintenance Report (Paul Kelley)

4.3 Guest Services Report (Carly Wells)

4.4 CVSCC Recreation Services Report (Kim Ramey)

4.5 MCRPD Recreation Services Report (Ellie Collins)

5.0 OTHER REPORTS:

5.1 Friends of MCRPD

5.2 South Coast

5.3 MECCA

5.4 Mendocino Coast Botanical Gardens

5.5 Personnel Committee

5.6 District Services Committee

5.7 Finance Committee

5.8 Board of Directors

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 Revised By-Laws
- 6.2 District Letter regarding Board Members
- 6.3 Preliminary MCRPD Budget FY23/24

3.0 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

- 3.1 Approval of minutes for board meetings and standing committees: 04-19-2023 Regular Board Meeting Minutes, 04-30-2023 Special Board Meeting Minutes; 05-30-2023 Special Board Meeting Minutes; 06-14-2023 Special MCRPD Board of Directors Meeting Minutes
- 3.2 Approval of financial documents as recommended by the Finance Committee; MCRPD Financial Statement February 2023; MCRPD Check Register February 2023; MCRPD Financial Statement March 2023; MCRPD Check Register March 2023

4.0 ADJOURNMENT – Next MCRPD Regular Board of Directors Meeting will be held on July 19, 2023, at 5:30pm; C. V. Starr Community Center 300 S. Lincoln St. Fort Bragg, CA 95437

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.

Administrative Report

Submitted by Moneque Wooden, District Administrator

May 2023

As many are already aware, I will be leaving Mendocino Coast Recreation & Park District to pursue a new career. This has not been an easy decision for me, but in the end, I have decided to take this new opportunity that has been presented to me. I will miss my co-workers immensely and am thankful for the opportunity to have worked with them and the relationships that we have developed. These past few weeks have been very busy. I have been doing my best to bring Carly up to speed, as she has graciously agreed to be Interim District Administrator.

In closing I would like to ask the Board to please continue to support the staff here at the CV Starr/ MCRPD. It is my hope the Board recognizes the long hours management puts in keeping up with both the operation of the CV Starr and MCRPD. Several employees work 40 + hours every week trying to keep up with both entities. Most people in the community do not realize that after working a full day at the Center, those same employees go run MCRPD programs in the evening and on weekends. I ask the Board to please be conscientious of this, as you direct staff in the future. Trust your management team and staff, they put a tremendous amount of time and effort into doing all the research on a program before they offer it to the public. From making sure the District / CV Starr is covered under liability to making sure there is adequate staffing to offer the program, the management team researches it all. The Community and the District could not possibly ask for a more dedicated team.

I thank the District for the opportunities it has provided me during my time here and wish MCRPD great success in the future.

C.V. STARR COMMUNITY CENTER
MAINTENANCE REPORT
May 10, 2023,
SUBMITTED BY Paul Kelley

On March 13th we had our annual Osha slide inspection, the inspector found a few items that needed to be fixed and added to our daily opening inspection and routine for a safer operation of the water slide. The inspector planned to return on April 17th to check on our progress, so we had a lot to do in a short amount of time. When he returned, he was very surprised at how much of the list we had completed, he did his final inspection and to our delight, all items were checked off the list and we were given all the permits we need to operate the slide for another year.

VFD project: This project is just being held up because of supply chain issues, the VFD'S are ordered but are still a few weeks out on delivery.

Backwash equipment: this equipment is on its last leg and needs to be replaced this budget year. This equipment still works but has been completely discontinued, not just internal parts but the entire system is no longer available. Quote requests are being sent out as we speak.

Parking lot seal coat: Our west parking lot is do to be sealed, it has hold up very well for several years but is now starting to show its age and needs to have a protective topcoat applied to it. This seal coat will not only beautify our parking lot but will also give an added layer of protection to the day in and day out wear from all the cars making sharp turns into parking spaces.

UV replacement project: We are very happy to report that this project is now in the start date stage and should be finished in a month or two.

HVAC replacement project: We also have an aging heating and ventilation unit on the roof of the center that provides air flow to the natatorium, this unit needs to be replaced. This current HVAC equipment is still functioning correctly but has reached its life expectancy, but that's not all bad. This equipment has holds up to this harsh environment running 24 hrs. a day for 13 years straight. The new unit will be designed to run more efficiently and have a better way to purify the air that's circulated throughout the natatorium.

Great news: We have recently hired a new member of the maintenance /custodial staff, this is a very welcome addition to our department, especially now that our busiest months of the year are approaching. We are very fortunate to have this addition.

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

**C.V. STARR COMMUNITY CENTER
MAINTENANCE REPORT
June 7, 2023
SUBMITTED BY Paul Kelley**

Broadband building: we have a new project that's being looked at here at the center, the city is searching for a centralized location to install this new broadband building, we believe we have found an ideal location on the South side of the center near the east parking lot. This location is one of a few locations being considered for this small but very important building.

Propane protection: we have recently finished an important project here at the center. Our maintenance department has installed a steel barricade that surrounds power external propane regulators. This new barricade should protect our large propane regulators from being damaged.

VFD project: This project is being held up because of supply chain issues, in our recent update we were told we can expect the delivery of the VFD's sometime in September.

Backwash equipment: we are getting closer to finalizing our backwash equipment replacement project. Our equipment does still work but it needs to be replaced soon, two quotes have been received and we are waiting for a third quote, once we have the third quote in hand the city will award a contractor.

Parking- lot seal coat: Our west parking lot is to be sealed, it has hold up very well for several years but is now starting to show its age and needs to have a protective topcoat applied to it. This seal coat will not only beautify our parking lot but will also give an added layer of protection to the day in and day out wear from all the cars making sharp turns into parking spaces.

UV replacement project: We are very happy to report that this project is now in the start date stage and should be finished in a month or two.

HVAC replacement project: this project is in the planning stage we would be replacing the large each bag US that provide air flow to the natatorium. The new unit would eliminate any possibility of cross contaminating intake with exhaust air flow to the Natatorium. The new unit would also operate much more efficiently than our existing equipment.

Domestic boiler project: we are getting closer to starting our domestic boiler project, this project consists of replacing our outdated and by today's standards, inefficient hot water boilers. Our new state-of-the-art super-efficient boilers and a new hot water holding tank will provide hot water to all our faucets and showers within the locker rooms and the bathrooms of the facility.

Paul Kelley
**C. V. Starr Community Center
Mendocino Coast Recreation and Park District**

707-964-9446 .104
Maintenance Supervisor

Guest Services Report

Submitted by Carly Wells, Administrative Services Supervisor

May 2023

The C. V. Starr Center was busy in April. We had an enrichment registration that was as busy as expected. Swim lessons filled quickly but not as fast as on past registration days. I personally believe that it may have to do with the time of the year, its baseball and softball season, so many of the kids have other activities that they are participating in. Swim lessons did fill completely before the sessions started and we still ended up with a bit of a wait list, it just wasn't as long as it typically is.

FBUSD had Spring Break in April. The Center added swim slide slash to the weekdays during Spring Break, the local community utilized the offering as well as visiting tourists. There was also a two-day Spring Splash day camp that was well attended.

The Easter Splash returned this year! This is the first year back for the event. It was popular among the children in the community and very fun to watch. Kids lined up and then jumped into swim and dive for easter eggs in both the Leisure Pool and Lap Pool. Aquatics staff then ran a rubber ducky race in our Lazy River.

The new website has gone live. Same address www.mendocoastrec.org

There were nine days available for birthday party rentals and we had eight parties in April! The C. V. Starr Center is a very popular place to have a party.

Saturday April 29th was the High School Swim Meet Championship. We were visited by teams from the surrounding areas and received many compliments on how beautiful and clean our facility is.

We are now gearing up for summer. There are a lot of programs being offered with registration opening on the 30th and 31st of May. Front desk staff is anticipating a busy summer with swim slide splash drop ins as well.

Guest Services/ Administration Report

Submitted by Carly Wells, Administrative Services Supervisor/ Interim District Administrator

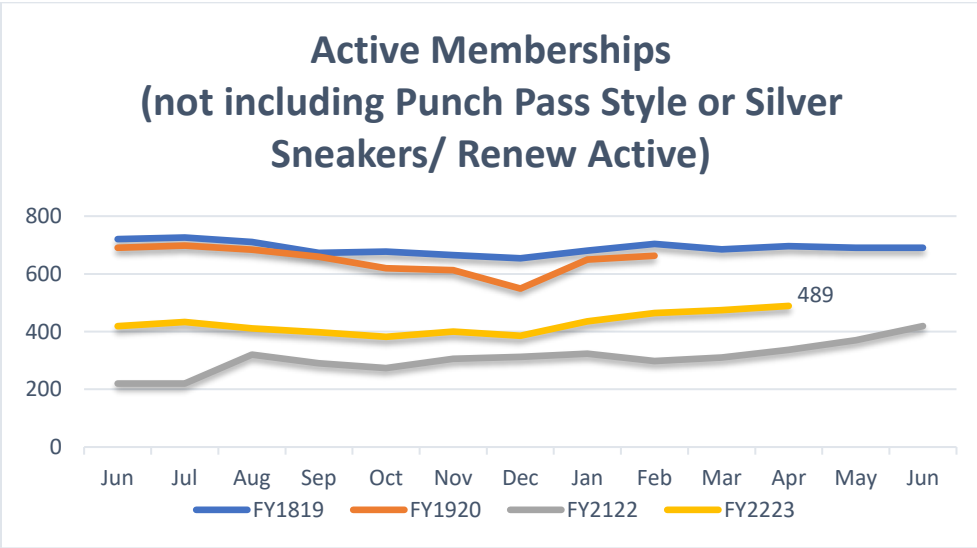
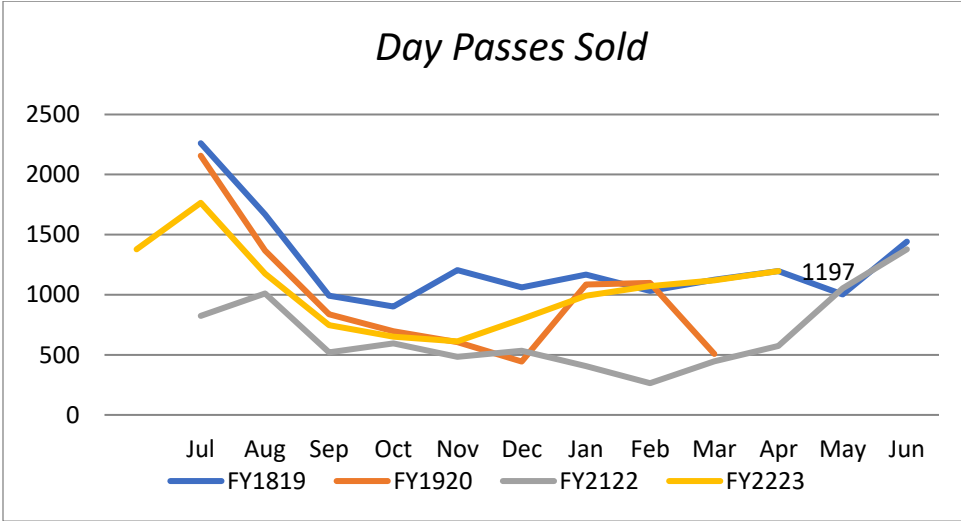
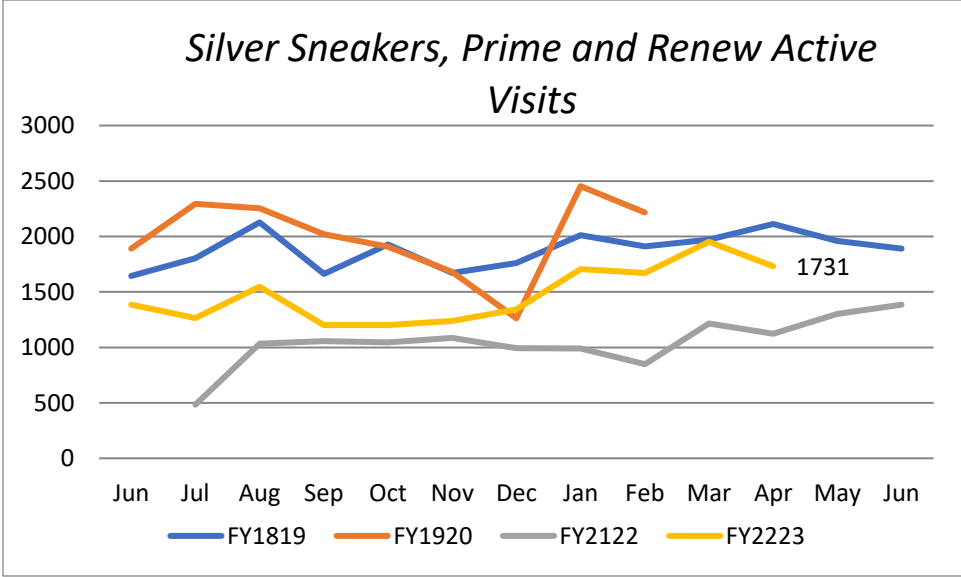
June 2023

In May we held two very busy registration days for summer enrichment programs. The first registration day was held on Tuesday, May 30 for swim lessons, health and safety courses, dance classes, archery, and kayaking classes. Swim lessons filled but not quite as fast as usual. We are offering tons of classes, so I suppose that's why there was a slight lag in swim lessons becoming fully booked. The next day we opened registrations for gymnastics, it was very evident that the community was ready for its return as some classes filled in minutes, all classes were full in a couple hours. Kassie came in and reviewed wait lists and was able to add an additional class and up the maximum participant number for the current classes to accommodate 117 registrations!

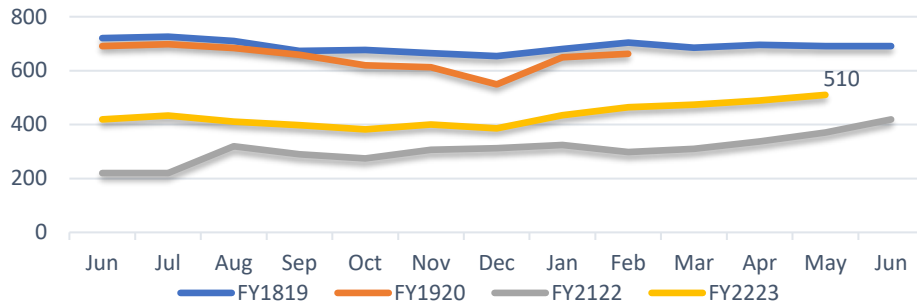
The guest service department has been busy. It was great to see the numbers when I created the performance report for the month of May. It looks like we are keeping up with pre covid numbers for the drop ins as well as the punch pass visits. The monthly/annual memberships are steadily growing but still not up to pre pandemic levels.

Room rentals were a little slower in May. We hosted 4 birthday parties and one meeting.

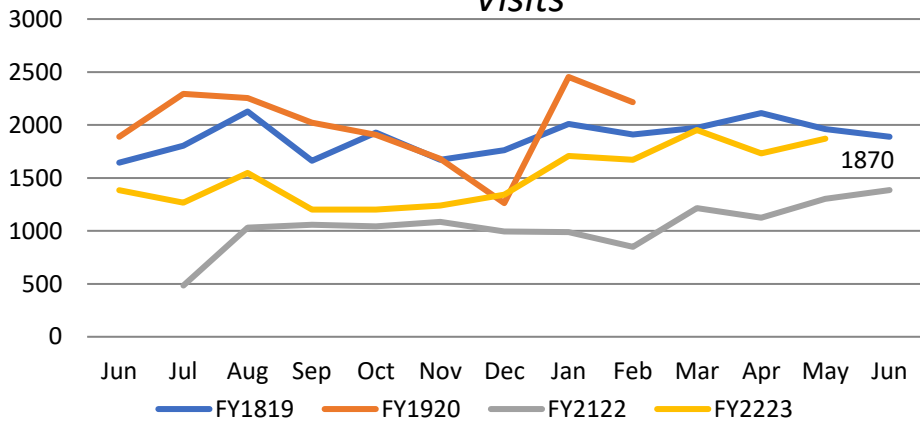
May had a lot of changes when it comes to personnel. The biggest change being the resignation of the Moneque, MCRPD District Administrator. I have stepped into the role of Interim District Administrator as I have in the past. Moneque has also agreed to stay on and come over and help with some of the bigger projects that she was working on before she left. Two of our Recreation Coordinators have moved on as well. This left us with only one Recreation Coordinator. We recently promoted a Senior Lifeguard to Recreation Coordinator, so we are back up to two, and we do not currently have plans to add a third. Personnel transitions always take some getting used to, but the team is adjusting well and doing great.



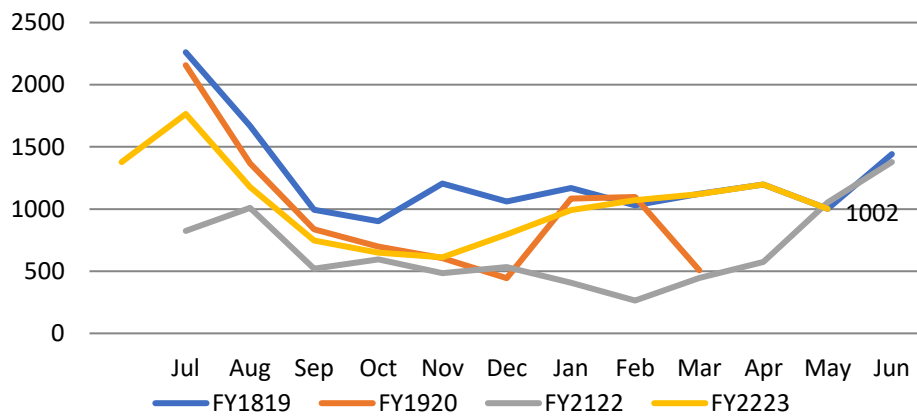
Active Memberships (not including Punch Pass Style or Silver Sneakers/ Renew Active)



Silver Sneakers, Prime and Renew Active Visits



Day Passes Sold



Recreation Services Report
May 2023
Submitted by Kimberly Ramey, Recreation Supervisor

Enrichment:

April kicked off with our Spring Splash Day Camps, maxing out attendance for both days. These classes were run by our two coordinators who filled the days with spring themed crafting and 1:00-4:00 swim time. Robin has started her Open Art Studio once again and with full attendance. Swimming lessons are also full, with an added instructor teaching on Saturdays which has served a total of 105 participants for the session! We did need to cancel our Mother's Day Bouquet class due to a deficiency in registration. We were able to finally bring our annual Easter Splash which is one of our biggest events of the year with 83 participants. This event is one of my favorites to run! The pool is filled with eggs and the lucky ones find a special golden egg that gets them a grand prize. The hunt is followed by a duckie race in our Lazy River. It was nice to be able to put the event on again this year. Overall, April was a great segway into Spring.

Fitness: We are in the process of hiring another Spin instructor who is willing to teach in the early mornings. Class numbers continue to run steady and Friday classes are what makes the center lively on that day. Gym orientations and Personal trainings continue to keep Mike busy averaging about 12 per week.

Aquatics:

The Aquatics department has been busy with weekend attendance numbers steady. We did very well with our CalOsha inspection. The inspector was very pleased with the progress made on the slide and all of the newly implemented training materials and programs. We hosted this year's CMC Swim meet and had a blast rooting on our fellow guards! Rentals are up as we had multiple lane rentals and are booking up school rentals for the end of the year field trips quickly. It is with a sad heart to report one of coordinators will be moving back home to Oregon and another Coordinator just resigned as well. That said we will keep hours as operable as humanly possible but there may be days where that is just not possible. We have posted the coordinator position and hope to fill it soon with the right candidate. I will be teaching another lifeguarding class just before going down to Sea Ranch for two weeks for south coast swim lessons. I hope to get a few new guards and an adult who can fill some of the daytime hours. Overall Aquatics keeps me busy, and we are all eager and gearing up for a busy Summer.

Recreation Services Report
May 2023
Submitted by Kimberly Ramey, Recreation Supervisor

Enrichment:

In May we were able to offer four Archery classes. Two were held in Fort Bragg and two were held in Point Arena. These classes accommodated 27 participants. Our open art studio also was a hit with full capacity. Our dance classes continue to do well with steady participation. Our Senior Lifeguard had the opportunity to teach Kayaking in the pool class with seven participants. Swim lessons continue to fill up with 70 participants in total. We are excited to be gearing up for our South Coast swim lesson program that starts on June 19th! This program will provide lessons to 60+ participants. Staff also had the opportunity to certify four Lifeguards in Waterfront which will allow them to offer Kayaking trips and classes in the summer. The Starr center ran a new class that had five students called Swimming Streamlined. This class helped adults hone-in-on their swimming strokes and also gave them a chance to work those specific muscle groups in the gym as well. It gained such popularity that we are offering it again this Summer.

Fitness: We finished the process of hiring another Spin instructor who will be teaching in the early mornings. We are very excited about offering these new classes. Class numbers continue to run steady. Personal training sessions continue to keep Mike busy, averaging about 12 per week.

Aquatics:

Aquatics has been busy as usual as we kick off the summer. I had the opportunity to participate in Redwood Elementary's "Safety Day". This event hosted several safety organizations in the area, and we were happy to participate. I was able to demo CPR to all of the second graders at the school. This was a ton of fun and I hope they put it on again next year. I conducted a Lifeguard recertification class for some of our most seasoned staff. I really can't believe it's been two years since they were originally certified. I am currently teaching a Lifeguard class with six participants, two of which live on the south coast and will help with South Coast Swim Lessons. This is very exciting as we will be losing seven guards after summer due to them pursuing their dreams after high school. I always have mixed feelings when they go as I have seen them grow so much over the years but am just as happy to see them perusing their dreams. We finished the school year with several rental groups that kept us busy and was a great segway into an already busy summer. We are offering Swim Slide Splash Sat-Thursday 1:00-4:00 and I couldn't be happier to report at this time staffing levels are sufficed. I look forward to seeing this new Lifeguard class progress and with hopes continue with an extended employment at the Center.

MCRPD Recreation Services Report

May 2023

April was a great month for MCRPD once again! We have been busy with CO-ED Softball games, Skate Night and Skate Parties, Gymnastics Program preparation, and planning for all our summer activities!

CO-ED Softball has been super fun with all our games going smoothly each Sunday! We did have to shift some days around and push the league out to finish on June 4th instead of May 21st, to make up the four games we had to cancel due to weather the first weekend in April, but we are excited to see how the season turns out next month! Again, a thank you to our team sponsors, Princess Seafood, Hi-Star Electric, The Coast Guard, Drop-In Donuts, and the C.V. Starr center for making this program a possibility.

Skate Night continues to be popular as usual, and we are continuing to book Skate Birthdays and Rental Parties which are a lot of fun. Adult Drop-In Volleyball has also been continuing on Wednesday nights with great success.

We have been super busy working to get the new space MCRPD has rented ready to bring back our Gymnastics Program! I want to thank Rossi's Building Materials for donating 15 gallons of water proofer for us to put down on the concrete floors in the space to prevent moisture coming up and potentially damaging the mats we use for the program. I also want to thank Norvell's Paint & Garage Door for donating 5 gallons of paint for the walls in the space! It is coming along great, and we are very excited to start moving mats into the space this upcoming week! Heidi, one of our coordinators, found almost 400 square feet worth of mats necessary for the gymnastics program, at a gym in Santa Rosa that was willing to sell them to us for \$40 instead of the usual approximately \$2000 it would have cost to buy them new, so her and I drove down there this week and picked up the mat and we are happy to report that it is in great condition! Gymnastics will be starting up on June 20th and we couldn't be more excited to see this program come back for MCRPD!

We just finished planning for all of our summer activities schedule which will include Swimming Lessons in the South Coast, more Archery classes in Fort Bragg and in Point Arena, a Kayaking trip up the Noyo River, Gymnastics, Men's Softball League, our Annual Ales Softball Tournament, and of course the continuation of Skate Night and Drop-In Volleyball. We are looking forward to a great summer filled with programs and fun!

This will be my last board report and last board meeting as my last day with the District is May 18th, but I am very excited to pass the torch on to Heidi Mabery, another one of our awesome Recreation Coordinators. It has been a wonderful two years working for the District and I am excited to see its continued success.

Submitted by Ellie Collins, Recreation Coordinator

MCRPD Recreation Services Report

June 2023

May has been an exciting month for MCRPD!! With CO-ED championship games, men's league softball season beginning, Gymnastics returning, skate night, drop in volleyball and registration for up-and-coming summer programs.

Shout out to our CO-ED softball champions Princess Seafood & Hi-Star Electric coming in at a close second, US Coast Guard taking home third place, C.V. Starr coming in at fourth and finally Drop-in Donuts placing fifth! Men's league 's game will be held on Monday's and Tuesday evenings starting Monday June 12th through August 9th with five teams Registering this year. Thank you to our local sponsors HI-Star Electric, La palapa, Noyo Harbor Inn, Noyo Forestry/ Fish company and Coast Hardware.

Gymnastic registration was a huge success, our six-week summer session starting on June 20th filled up quickly on registration morning with a waiting list large enough we ended up adding an additional class to accommodate 112 kids! We are hoping to add additional teachers/ subs that we have interviewed and been in contact hoping we will be able to add some additional classes soon for fall registration!

Skate night continues to keep many kids busy on Friday nights!! Three Rivers Charter School Booked an end of the year school Skate Party with us that went great. We will continue to offer Friday skating night and skating parties throughout the summer.

Calob and Kendra ventured down to Point Arena for an Archery on May 24th. We had two different sessions, both having a great tune out with a variety of ages ranging from six to sixty-eight. Ages six to nine class had full participants, ages ten and up almost filling. We are looking forward to our upcoming Archery classes this summer taking place in Fort Bragg and Point Arena.

Summer is going to be fun and busy for MCRPD! with Friday night skating, Wednesday night drop in volleyball, Men's league softball, gymnastics, kayaking on the Noyo river, Archery, and the annual Ales softball tournament!

Submitted by Heidi Mabery, Recreation Coordinator.

AGENDA ITEM SUMMARY

AGENDA ITEM:

6.2 Revised By-Laws

PREPARED BY:

Carly Wells, Administrative Services Supervisor

ATTACHMENT(S):

1. Resolution No. 23-01 Approving changes and updates to current By-Laws
2. Draft of current proposed revised By-Laws with track changes

EXPLANATION:

On April 19, 2023 at the Regular Board of Directors meeting, the board discussed the absence of the need for a Regional Park Committee as the Regional Park property no longer belongs to MCRPD.

Staff has updated the bylaws by removing the Regional Park Committee.

Resolution No. 23-01 has been drafted to be adopted and make the changes to the bylaws.

FISCAL IMPACT:

Not applicable

ALTERNATIVES:

At this time, no other alternative responses or language has been developed, although the Board is free to amend the proposed language during their deliberations.

RECOMMENDED ACTION:

Carry a motion to approve Resolution No. 23-01 accepting the revised By-Laws with the changes and updates as presented [or as amended]

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** adopt resolution 23-01 Approving changes and updates to current By-Laws.

Motion made by (Board Member): _____

Second made by (Board Member): _____

Discussion

Vote

Carried?

Yes

No

Unanimous

By majority

Voted against: _____

Abstained: _____

Adopted: March 19, 1974, Resolution 74-02
Revised: February 19, 2014, Resolution 14-02
Revised: September 20, 2017, Resolution 17-07
Revised: October 20, 2021, Resolution 21-06
Revised: May 17, 2023, Resolution 23-01

MENDOCINO COAST RECREATION AND PARK DISTRICT BYLAWS

FOR THE REGULATION, EXCEPT AS OTHERWISE PROVIDED BY STATUTE, OF THE MENDOCINO COAST RECREATION AND PARK DISTRICT, COUNTY OF MENDOCINO, STATE OF CALIFORNIA

ARTICLE I – NAME

The name of this organization shall be the Mendocino Coast Recreation and Park District. The District is a political subdivision of the State of California which is established under the provisions of the Public Resource Code (Sections 5780 et. seq.). This District is located in the Mendocino County, State of California.

ARTICLE II – MISSION AND PURPOSE

The mission and general purpose of the Mendocino Coast Recreation and Park District shall be:

- A. To provide opportunities on the Mendocino Coast that promote physical and mental well-being for everyone, through active play, community enrichment, programs and events.
- B. To acquire needed recreation and parks sites; to develop needed facilities and preserve open space.
- C. To work and coordinate with other agencies to support a healthy community by providing high quality parks and recreation services, with the purpose of maintaining and developing programs and facilities. Additionally, with the purpose of the preservation of open space and public access.
- D. To be actively involved in environmental planning and legislation at the County, regional, State and Federal level relative to the direct or indirect functions of the District.

ARTICLE III – MEETINGS

Section 1 – Meetings

All meetings of the Board of Directors shall be open and public, and all persons shall be permitted to attend any meeting of the Board, except as otherwise provided in these bylaws.

Section 2 – Regular Meetings

Regular meetings of the Board of Directors shall be held on the third Wednesday of each month at 5:30pm. Meetings shall be held at various locations within the District including the C. V. Starr Community Center, 300 South Lincoln Street, Fort Bragg, California. Date, Time, and Venue for Regular Meetings of the District Board of Directors will be determined for the upcoming calendar year at the regularly scheduled December Board meeting. Locations will be included in the schedule and on the posted agendas. Agendas will be posted at the MCRPD office and on the MCRPD website. Variations to the approved date, time and/or meeting venue for any regular meeting will be approved by Board action at a meeting prior to the scheduled regular meeting in which a change is made.

Section 3 – Adjournment; Adjourned Meetings

The Board of Directors may adjourn any regular, adjourned regular, special, or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum of members (Section 7) may so adjourn. If all members are absent from any regular meeting, the Board Clerk or Secretary of the Board of Directors may declare the meeting

adjourned to a stated time and place, and she/he/they shall cause written notice of the adjournment to be given in the same manner as provided in California Government Code Section 54596, for special meetings. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regular meeting was held, within twenty-four (24) hours after the time of the adjournment.

Section 4 – Continuance

Any hearing being held, or noticed, or ordered to be held, by the Board of Directors, at any meeting may by order or notice of continuance be continued or re-continued to any subsequent meeting of the Board of Directors in the same manner and to the same extent set forth in Section 3 for the adjournment of meetings; provided that if the hearing is continued to a time less than twenty-four (24) hours after the time specified in the order or notice of hearing, a copy of the order or notice of continuance of hearing shall be posted immediately following the meeting at which the order or declaration of continuance was adopted or made.

Section 5 – Special Meetings

A special meeting may be called at any time by the District Administrator, Chairperson of the Board of Directors, or by a majority of the members of the Board. An email notice will be sent to each member of the Board and to each local radio station, newspaper and any person requesting notice in writing. An agenda shall be posted at the MCRPD offices and on the MCRPD website. The email and posted agenda shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meeting.

Section 6 – Closed Sessions

The Board of Directors may conduct a closed session during a regular or special meeting to consider the appointment, employment or dismissal of a public officer or employee or to hear complaints or charges brought against such officer or employee by another public officer, person or employee unless such officer or employee requests a public hearing. The Board of Directors may exclude from any such meeting, during the examination of witness, any or all other witnesses in the matter being investigated by the Board. The Board may conduct a closed session for any other issue permitted under California law. (See Government Code Section 54954.5.)

Section 7 – Quorum

A majority of the number of Directors shall be necessary to constitute a quorum for the transaction of business, except to adjourn. Every act or decision done or made by the majority of the Board of Directors shall be regarded as the act of the Board of Directors, unless a greater number is required by law.

Section 8 – Meeting Business

The order of business at regular, adjourned or special meetings shall be established by the Chairperson of the Board. Any matter proposed for the agenda by a Director of the Board to the Chairperson shall be placed on a future agenda prior to the posting of the agenda, or by Board action prior to the approval of the agenda at any meeting, with the exception of Special Board Meetings.

Section 9 – Parliamentary Procedures and Rules

Meetings shall be governed by Rosenberg's Rules of Order, Revised, where not in conflict with these bylaws. Notwithstanding any rule of parliamentary procedure, any officer of the Board of Directors shall have an equal power with any member of said Board and may take part in the discussion and vote thereon.

ARTICLE IV – OFFICERS

Section 1 – Officers

The officers of the Board of Directors shall be Chairperson, Vice-Chairperson, and Secretary.

Section 2 – Chairperson

It shall be the duty of the Chairperson to preside at all meetings of the Board of Directors, appoint committees, call special meetings when they may be deemed advisable, execute all documents and papers on the behalf of the Board of Directors, and act as Liaison Officer between the public and the Board when the circumstances warrant; when the Chairperson is acting a Liaison Officer for the Board, the Chairperson shall carry out the directives, if any, of the Board.

Section 3 – Vice-Chairperson

In the absence or disability of the Chairperson, the Vice-Chairperson shall have all his/her/their duties and shall call special meetings of the Board should the Chairperson refuse to do so.

Section 4 – Secretary

The Secretary shall keep, or cause to be kept, full and complete records of proceedings of the Board of Directors and of its meetings and give, or cause to be given, notice of all regular and special meetings of the Board of Directors as required by these bylaws; and may attest all documents and sign all warrants on behalf of the District.

ARTICLE V – BOARD OF DIRECTORS

Section 1 – Board of Directors

- A. The Board of Directors shall consist of five elected Directors. Each Director shall serve a four-year term and shall be elected by the eligible voting residents of the District.
- B. Two of the Board members' terms shall run concurrently, while the remaining three Board members' terms shall run concurrently. Election of the Board members shall comply with the provisions of the California Election Code and Public Resources Code pertaining to Recreation and Park Districts.
- C. In the event there is a vacancy on the Board and that term of office has not expired, then the vacancy shall be filled by appointment by the remaining members of the Board for the balance of the unexpired term.
- D. Any elected members may terminate his or her membership by submitting a written letter of resignation to the District Board and the County Board of Supervisors. In the event any Board Member is unwilling or unable to fulfill their duties at scheduled and noticed meetings, the Board, by an affirmative vote of two-thirds of all its members, may suspend or expel a member. When any members miss three (3) consecutive regularly scheduled meetings, the District Board may take action to expel said member from the Board and to initiate the process for appointment of the vacant seat.

ARTICLE VI – POWERS AND DUTIES OF THE DISTRICT

The District Board shall establish rules for its proceedings.

- A. The Board of Directors is the legislative body of the District and shall determine all questions of policy.
- B. The Board of Directors may:
 1. Organize, promote, conduct and advertise programs of community recreation.
 2. Establish systems of recreation and recreation centers, including parks and parkways; and
 3. Acquire, construct, improve, maintain and operate recreation centers within or without the territorial limits of the District.
- C. The Board of Directors may cooperate with any city, county, district, state, or any subdivision thereof, or federal agency, and may enter into agreements or contracts with each other, and may do any and all things necessary or convenient to aid and cooperate in carrying out the purposes of the District.

- D. The Board of Directors and the governing bodies of any city, county, or school district having jurisdiction over any of the same territory or over contiguous territories may jointly establish a system or systems of recreation and parks, and may jointly do any act which either is authorized to do under California law.
- E. The District Board shall have and exercise all rights and powers, expressed or implied, necessary to carry out the purposes and intent of the Public Resources Code, including but not limited to the power:
 - 1. To sue and be sued;
 - 2. To take and acquire real or personal property of every kind or any interest therein, within and without the district, by grant, purchase, gift, devise or lease, and to hold, manage, occupy, dispose of, convey and encumber the same for the benefit of the District.
 - 3. To exercise the right of eminent domain, except that such right shall be exercised only within the territory of the District after approval for such exercise has been granted by resolution of the District Board.
 - 4. To appoint and employ and pay persons who are necessary and adequately trained, to maintain and operate the property, improvements and facilities under its control and to operate programs of public recreation. The Board may employ personnel at the pleasure of the Board or by contract, and may establish a merit system, retirement privileges, and provide for other employment practices either directly or through contractual arrangement with the state or other public agency or private organization.
 - 5. To employ counsel.
 - 6. To enter into and perform all necessary contracts.
 - 7. To borrow money, give security thereof, purchase on contract and do and perform any and all acts and things necessary or proper to carry out the provisions of the California Public Resources Code pertaining to recreation and park districts.
- F. The District Board may lease or rent private vehicles or equipment owned by District employees, or others, and reimburse them for use of same within budgetary limitations.
- G. The District Board may enter into group hospital service contracts with hospitals, hospital districts, and non-profit corporations formed under Section [9201] of the Corporations Code for hospital service, or into contracts for group disability insurance for insurers, for the members of the District Board, and the employees relating to injuries or illnesses suffered by such persons, either in the performance of duty or at other times; and for such purpose the recreation and park district is construed to be a district within the meaning and effect of Section 10270.5 and 11512.2 of the Insurance Code and other laws related thereto. In addition to compensation insurance required by law, the District Board may insure its members and employees against accidental death and injury in the performance of their duties.
- H. The District Board may authorize the attendance of its members and employees at professional or vocational meetings, and may authorize payment for reasonable expenses therefore, including transportation to and from such meetings.
- I. The District Board shall direct a record to be kept of all its acts, and of all money received and disbursed by it. The books shall be open to public inspection. An annual audit of District financial statements, records, and Board of Director actions will be conducted in accordance with the Governmental Accounting Standards Board requirements.
- J. A majority vote of the members of the District Board is required on each action taken, except as otherwise required by law, and the vote shall be recorded.
- K. The Board of Directors may make and enforce all rules, regulations and bylaws necessary for the administration, government and protection of the property, improvements, and facilities under its management or belonging to the District.

ARTICLE VII – COMMITTEES

Section 1 – Standing Committees

The following standing committees shall be voted upon by the Board of Directors at the January meeting each year to serve on an annual basis.

- A. Finance
- B. Personnel
- C. District Services
- ~~D. Regional Park Advisory Committee~~

Committee membership will consist of Board members. Residents of the District may be appointed to a committee if deemed necessary by the Board of Directors. The Executive Director shall be ex-officio member to these committees.

Section 2 – Other Committees

The Chairperson of the Board of Directors may establish other special committees as deemed necessary in carrying out the objectives and goals of the District. Residents of the District shall be appointed to serve as members of these special committees. Board members and/or staff shall serve as ex-officio members to these committees.

Section 3 – Functions of Committees

All business requiring further study shall be referred to the proper committee for report and recommendations to the Board as a whole for action. Action recommended by a committee shall not be considered as binding or representing the Board of Directors' position on the matter in question.

Under no circumstances is a committee or any member of that committee to take any action or make any statement committing the Board as a whole unless given authority to do so by vote of the Board.

Section 4 – Committee Duties

Shall include, but not be limited to:

- A. Finance.
 - To study and make recommendations concerning the following:
 1. Maintenance and operation.
 2. Employee compensation.
 3. Capital outlay.
 4. Interest and redemption for indebtedness.
 5. Restricted reserve for capital outlay.
 6. Restricted reserve for contingencies.
 7. Unallocated general reserve.
- B. Personnel.
 - To study and make recommendations concerning the following:
 1. Revisions to and/or adoption of personnel annual salary increases, leaves of absences, holidays, benefits and overtime compensation, as denoted in the employee handbook.
 2. Periodic review and revisions to Employee Handbook.
 3. Job descriptions.
 4. The creation or elimination of any job position.
 5. A periodic review of independent contractors and new contractors, as needed.
- C. District Services.
 - To study and make recommendations concerning the following:
 1. Recreation and park programs as a whole.

2. Fees and charges schedule for community center, pools, special instructional classes and other activities which may involve a fee charge.
3. Policies for use of community center, pools, parks, facilities, and recreation programs.
4. Policy for conducting programs which may be classified as an educational class.
5. Policy for co-sponsorship of recreation and parks programs with other agencies or groups.
6. Periodic review and revisions to the District By-Laws.

~~D. REGIONAL PARK ADVISORY COMMITTEE~~

~~To study and make recommendations concerning the following:~~

- ~~1. Park policies and procedures~~
- ~~2. Park planning and development~~
- ~~3. Budget, grants and the review of associated public use fees~~
- ~~4. Public use requests and agreements~~
- ~~5. Maintenance activities and stewardship~~

ARTICLE VIII – DISTRICT EMPLOYEES

Section 1 – District Administrator

The Board of Directors shall hire an District Administrator. The District Administrator shall be the manager and chief executive officer of the District. The District Administrator shall, under the direction of the Board of Directors, be responsible for the administration of the District and shall organize its recreation and park programs, headquarters, facilities and employees. The District Administrator may employ personnel, within functions of the District, and shall also have the right to terminate employees if necessary.

The District Administrator along with the Finance Officer shall prepare and administer the District budget; maintain a complete financial record for the District, including an appropriate set of record books required under State and County law. Rules and regulations, and have an annual audit performed; study and recommend regarding property acquisition and development; by direction of the Board of Directors update and implement the District Master Plan; prepare reports on accomplishments and needs; prepare necessary Board meeting materials; and shall carry out any and all directives and policies established by the Board of Directors. The District Administrator shall also be the Clerk for the Board and shall perform all of the duties imposed by law upon the Clerk.

In absence of the District Administrator, the Board may designate an Interim District Administrator or other manager who shall have all the powers and perform the duties of the District Administrator.

Section 2 – Other District Employees

There shall be such other subordinate employees and consultants as established by the District’s budget and personnel policies. The District Administrator shall promulgate and establish the duties and rules regulating all other employees and consultants of the District, subject to the approval of the Board of Directors.

C. V. Starr Community Center personnel shall be employed pursuant the operating agreement between the City of Fort Bragg and the District for the C. V. Starr Community Center.

ARTICLE IX – DISTRICT FINANCES

Section 1 – Annual Budget

The District Administrator and Finance Officer shall submit a preliminary budget to all committees not later than May 5th of each year for the ensuing fiscal year. Any Committee recommendations shall be submitted to the Finance Committee for their review before going on to the Board of Directors. The Finance Committee shall then review the budget and shall recommend to the Board of Directors a tentative budget at or before the regularly scheduled June Board of Director’s Meeting for the ensuing fiscal year. On or before July 1 of each year, the Board of Directors shall publish a notice, at least one time, stating: (1) that the preliminary budget has been adopted and is available for inspection at the District Office, (2) that on a specified date, not less than one month after publication of the notice, the District Board shall meet for the purpose of fixing the final budget, and that any taxpayer may appear and be heard regarding the items in the budget. The District Board shall report the final budget to the supervising authority after the budget hearing, but no later than August 10.

Section 2 – Procedures for District Disbursements and Accounts

A. Payroll.

The District Administrator (shall examine and approve the monthly payroll and provide a current reporting to the Finance Committee for their monthly meeting. Employees are paid bi-monthly.

B. All Other Expenditures.

All other obligations of the District shall first be presented to the Finance Committee and approved by the Board of Directors at their next regular meeting. Such approval shall be evidenced by the certification of the Chairperson or acting Chairperson of the Board and the Secretary of the Board. After such approval, such claims shall be paid.

Section 3 – Expenditures up to \$5,000.

The District Administrator may purchase materials or supplies or award any contract for a sum not exceeding \$5,000 without the approval of the Board of Directors, providing such expenditures are within budgetary limitations.

Section 4 – Expenditures in Excess of \$5,000 up to and including \$25,000.

The District Administrator may purchase materials or supplies or award any contract for a sum in excess of \$5,000 and not exceeding \$25,000 without the approval of the Board of Directors. The District Administrator shall attempt to obtain three (3) firm quotes for such materials, supplies or contract prior to making such expenditure. The District is governed by Public Contract Code 22000-22045.

Section 5 – Expenditures of \$25,001 - \$60,000. – Public Contract Code 22032

Public projects of sixty thousand dollars (\$60,000) or less may be performed by the employees of the District by force account, by negotiated contract, or by purchase order. To the extent permitted by law, the District may give preference to local businesses. When the expenditures will exceed the sum of twenty-five-thousand dollars (\$25,000) and the District elects to solicit bids, the contract shall be awarded to the lowest responsible bidder. All such contracts shall be awarded by action of the District Board.

Section 6 – Expenditures of \$60,001 - \$200,000 – Public Contract Code 22032

Public projects of two hundred thousand dollars (\$200,000) or less may be let to contract by informal procedures as set forth in this article. Informal bids shall be based on at least three (3) bids or quotes. Bids can be solicited by written request, publication, and/or posting on the District Website at least ten (10) calendar days before bids are due. To the extent permitted by law, the District may give preference to local businesses. When the expenditures will exceed the

sum of sixty-thousand dollars (\$60,000), the contract shall be awarded to the lowest responsible bidder. All such contracts shall be awarded by action of the District Board.

Section 7 – Expenditures over \$200,001 – Public Contract Code 22032

Public projects of more than two hundred thousand dollars (\$200,000) shall, except as otherwise provided in this article, be let to contract by formal bidding procedure. The formal bid process includes: a notice inviting formal bids, formal bid opening by the District Administrator, review by the District Board, and award by the District Board or rejection of all bids.

Before any formal bid process begins, MCRPD Board of Director's will engage a professional consultant to develop a feasibility study and strategic plan prior to the initiation of the formal bid process. MCRPD Board will document and publish the report for public review and comment at least 60 days prior to the award of contract.

Grant-funded activities may have more stringent bid requirements. MCRPD Board will seek independent professional guidance for any project to assure that all grants(s) and the award of contracts comply with applicable codes, regulations, and guidelines.

The District Administrator shall present the bid opening records for acceptance or rejection to the Board of Directors at their regular or special meeting. The District Board may reject all bids/quotes and obtain new bids/quotes, or, by a four-fifths vote, may elect to purchase the materials or supplies in the open market, or to construct the building, structure, or improvements by force account. The Board of Directors may waive formal bid procedures to purchase from another public agency, or purchase through another public agency, by using the formally-accepted bids of that public agency.

Section 8 – Rejection of Bids

In all instances where informal or formal bids are requested, the District shall reserve the right to reject any and all bids.

Section 9 – Financial Reports

An account record of budget expenditures shall be kept and a statement showing the state of the budget funds shall be presented monthly to the Board of Directors by the District Administrator or Finance Officer.

Section 10 – Receipts Other Than Taxes

Receipts other than taxes shall be deposited to the credit of the District and a monthly report made to the Board of Directors by the District Administrator or Finance Officer.

Section 11 – Bonds of Employees

Members of the Board of Directors and certain employees of the District whose duties involve the handling of money shall be bonded by a corporate security in such amount as shall be fixed by the Board of Directors. Which Directors and which employees shall be bonded shall be determined by the District Administrator.

Section 12– Fiscal Year

The fiscal year of the District shall begin July 1 and end June 30.

Section 13 – Leases, Contracts, Etc.

All leases, contracts, and the like entered into by the Board and receiving Board approval shall be signed by the Chairperson, or by any Director or by the District Administrator specially designated by the Board of Directors, unless otherwise required by law, at a duly convened Board of Directors' meeting.

Section 14 – Special Services and Equipment

Notwithstanding the provisions of Section 6 and 7 of this Article, or any other provisions of these bylaws, the Board of Directors may negotiate a contract to purchase without the necessity of resorting to bids, whether formal or informal, with any person or firm, for the furnishing to the District of specialized equipment, special services and advice, in financial, economic, accounting, engineering, legal, and administrative matters, or any other special service determined by the Board. Such persons, or firms, or agencies must be specially trained and experienced and competent to perform the special services required or furnish the unique or unusual equipment or supplies not procurable from competitive sources. The determination of the Board regarding the special services, specialized equipment or supplies, or advice required and the Board’s decision to negotiate a contract or authorize purchases therefore shall be conclusive.

Section 15– Surplus Property

By resolution, the Board of Directors may declare property owned by the District as surplus, if it is not required for District purposes, or if it should be disposed of for the purpose of replacement, or because it is unsatisfactory or not suitable for District uses, and may order the sale or leasing of any property.

Section 16 – C. V. Starr Community Center Finances

- C. V. Starr Community Center shall administer finances pursuant the operating agreement between the City of Fort Bragg and the District for the C. V. Starr Community Center.

ARTICLE X – AMENDMENTS

These bylaws may be amended or modified by the Board of Directors by resolution adopted and approved by three-fifths vote of the members of the Board of Directors, provided notice of the intent to amend these bylaws and the proposed amendment(s) has been communicated to each Director in accordance with the written notice required for regular meetings.

RESOLUTION NO. 23-01

RESOLUTION OF THE BOARD OF DIRECTORS OF THE MENDOCINO COAST RECREATION AND PARK DISTRICT APPROVING CHANGES AND UPDATES TO THE MENDOCINO COAST RECREATION AND PARK DISTRICT BYLAWS

WHEREAS, the Board of Directors of the Mendocino Coast Recreation and Park District supports the updates and changes made to the existing By-Laws, revised on June 21, 2023; and

WHEREAS, as a means of supporting the updates and changes in the By-Laws, the Board approves revisions to the MCRPD By-Laws to incorporate the updates and changes; and

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Mendocino Coast Recreation and Park District that revisions to the MCRPD By-Laws be approved.

The above and foregoing Resolution was introduced by Board Member _____, was seconded by Board Member _____, and passed and adopted at a regular meeting of the Board of Directors of the Mendocino Coast Recreation and Park District held on June 21, 2023, by the following vote:

AYES:

NOES:

ABSENT:

I hereby certify that the foregoing is a full, true, and correct copy of the Resolution passed and adopted by the Board of Directors of the Mendocino Coast Recreation and Park District at a Board Meeting thereof held on June 21, 2023

Barbara Burkey
Chair, Board of Directors

Kylie Felicich
Secretary of the Board

AGENDA ITEM SUMMARY

AGENDA ITEM:

6.2 District Letter regarding Board Members

PREPARED BY:

Moneque Wooden, District Administrator

ATTACHMENT(S):

Letter from Embolden Law PC

EXPLANATION:

On March 15, 2023, at MCRPD's Regular Board of Directors meeting, a discussion was held surrounding MCRPD's future with obtaining state grants. Board Chair Barbara Burkey read out loud from her notes a chain of events that took place between MCRPD and the Office of Grants and Local Services OHV department, from October 2017 through June 15, 2020. At the end of her presentation, Board member John Huff asked Burkey if she could "get that in writing". Attached is such a letter.

FISCAL IMPACT:

Discussion item

ALTERNATIVES:

Discussion item

RECOMMENDED ACTION:

Discussion item

April 19, 2023

Mendocino Coast Recreation
and Park District
Barbara Burkey, Chair

RE: Communications with State of California regarding grant fund

Dear Ms. Burkey:

You asked me to review my records related to communications I may have had with any State of California persons regarding the grant funds frozen by the California Attorney General's office.

These discussions were in 2019 and 2020 when I was working with the District and counsel for Westamerica Bank to investigate the possibility of the District developing an off highway vehicle park.

The background of this problem was as follows as stated in my January 5, 2021 status report to the Board. Here is applicable part of the memorandum

The District Applies for and is approved for two Grants.

As it sits, the 580-acre parcel is being used unlawfully for off road vehicles, "camping", dumping, growing of controlled crops and other destructive uses. The District has insufficient resources to enclose the property to protect it from these unlawful uses. The District believes setting aside a portion of the 580 acres for a sanctioned Off-Highway Vehicle park will satisfy several needs. If the project is environmentally sound and economically feasible, it will create a much-needed OHV facility near the coast. An OHV park will generate revenues for the District and the surrounding community. It will generate sufficient revenues for the District to adjust its obligations.

The District developed this plan and requested funds from the California Department of Parks and Recreation Off-Highway Motor Vehicle Recreation Division. [OHMV]

In October 2017, the OHMV Division approved a \$255,000 grant to the District to conduct prepare a draft and final EIR report, and an Economic Feasibility study on a proposal to create an Off-Highway Vehicle park within a portion of the District's 580-acre Highway 20 property.

In April 2018, the OHMV approved \$2,739,000 for both a planning and a restoration grant. The scope of the work for these grants includes debris removal, fencing the entire property, installing access gates, restoring trails, and removing invasive species from existing logging roads and trails.

With the grant funds approved, the District began took steps to obtain the initial EIR only to be brought to a halt by an audit by the OHMV Division.

The State freezes the grant funds.

An interim audit report dated December 10, 2018 was provided to the District in mid-February 2019. Because of the audit, all the grant funds are frozen. As of mid-March 2019, the District was advised the "audit" was in the Attorney General's Office. The District's inquiries as to its status have gone unanswered with the explanation that there is an "audit" in process.

It appears to the District and its major creditor, Westamerica Bank, that the District's best opportunity to create a revenue source to adjust its debts is the proposed OHV park. The OHMV agreed to the extent it was willing to approve grants of almost \$3,000,000 to study the environmental and economic feasibility of the OHV park and, if feasible, funds to create the OHV park.

The District needs to resolve the "audit" issues so it may move forward with the environmental and economic feasibility studies. If the District is able to move forward it may then proceed to actually develop the OHV park.

If the environmental and economic feasibility studies are completed, the District may find that a small pocket OHV park is environmentally and economically feasible. Then the OHMV Division may offer a grant to design and build the OHV park. If completed the OHV park will generate revenues to support a Chapter 9 adjustment of the District's obligations.

In May 2019, the District's attorney Douglas Provencher and Westamerica Bank's attorney, Nicholas DeLancie had a conference call with Sixto Fernandez, Brian Robertson and Katherine Tobias, on behalf of the Department of Parks and Recreation Off-Highway Motor Vehicle Recreation Division about the status of the grants.

They advised that the matter was with the California Attorney General's Office for some undisclosed reason.

The indicated their belief that the District's Board was seriously conflicted and was not following the proper grant procedures. They indicated they would only be willing to deal with untainted Board members.

One issue was the California Recreational Alliance.

I am not familiar with all of the events the State is concerned about, but I believe the Board is aware of the situation.

In coordination with the Bank, we agreed to conduct depositions of certain persons at the State to try find out why the audit was taking so long and what was preventing the grants from proceeding.

The Bankruptcy court issues its order on May 5, 2020 and we served Sixto Fernandez, Brian Robertson and Dan Canfield on May 12.

Katherine Tobias, an attorney for the State Park District, advised that the Attorney General's office has declined to proceed with any criminal charges against the District or any other persons.

She indicated the grant funds are still frozen until the District complies with demands set forth in a letter sent to the District. I do not believe I have the letter she may be referring to. I have a February 20, 2019 letter advising of issues but stating that the Department will notify the District when the process is complete.

I then have the District's April 5, 2019 response. I do not have anything more.

After consultation the debtor, Westamerica Bank, representatives of the District and representatives of the California Attorney General and the Parks Department, all agreed to meet by telephone to discuss the status of the grants and the possibility of continuing with them.

The following people participated in the conference on June 15, 2020.

*Brian Robertson-California Parks Department
Susan Austin-Assistant Attorney General
Sixto Fernandez-Grants Manger-California Parks
Katherine Tobias-Attorney for Parks Department
Nichola DeLancie-Attorney for Westamerica Bank
Jane Ivy-Jones-Westamerica Bank*

April 19, 2023

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*Monique Wooden-Mendocino Coast
Carly Wells-Mendocino Coast
Barbara Burkey-Mendocino Coast
Leslie Bates; Mendocino Coast
Douglas Provencher-Attorney for Debtor Mendocino Coast Recreation and Parks District.*

The purpose of the meeting was to determine if the two existing grants to the District, one to evaluate the feasibility of restoring the property for an off-road vehicle park and the other for restoration, might be reinstated or restarted. Both of them have been on hold since July 2018.

The Parks Department attorney, Katherine Tobias, advised that the grants were suspended due to alleged inappropriate conduct between the California Recreation Alliance and the District regarding the use of the grant funds and the District's required matching funds.

Because of this alleged misconduct, the Parks Department will not proceed with the grants unless the District provides adequate assurances that the grant funds will be appropriately used. It appears this would require a new party to administer the grant funds. In view of the history of alleged self-dealing, the District will have to satisfy the Parks Department there will be no further issues or no additional grant funds will be authorized.

There are also practical issues with expiration dates of the grants. The original time for the work to be one was August 31, 2020 for the Planning Grant and November 2020 for the Restoration Grant. It appears these deadlines might be extended but the Restoration Grant has a hard deadline of June 30, 2021. This deadline may not be extended. So even if the Parks Department allowed the District to use the funds, the proposed fence and restoration project would have to be completed by June 20, 2021. This is not practical.

Another obstacle is that under the Planning and Restoration Grants, the District has to contribute about \$100,000 of for the Planning Grant and about \$1,000,000 for the Restoration Grant. The District will have to demonstrate the ability to provide these funds before the grants may be "reinstated."

Mr. Fernandez, when asked, did say the District might apply for new grants but he could not make any assurances that funds would be available.

All of these puts the District back in the position of finding an alternate use for the property. A use that will provide some feasible approach to satisfying Westamerica Bank's obligation.

April 19, 2023

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After learning in a June 2020 meeting with the State of California, that the State would not be authorizing the release of any funds under grants the District obtained to explore the creation of an off-highway vehicle park, the District set up a meeting with Mendocino County to explore other options.

In September 2020, the District Board decided to “wrap up” the grants and for staff to contact the State Parks to close out the grants. The Board expressed the hope that the Park District would not seek reimbursement of grant funds already spent.

The California State Parks off Highway Motor Recreation Vehicle Department demanded repayment of \$76,727 by the District. The District authorized this repayment in the October 2020 meeting.

District representatives met with the Mendocino County Planning and Zoning Department and discussed possible uses for the 568-acre parcel. This is the parcel subject to the lease obligations to West America Bank. Per the District representatives any development was closed down by California Fish & Game because the property has very rare vegetation. Per the District, the only option appears to be placing the property into some conservation program.

In exploring the conservation possibility, the District advises the process is quite lengthy.

On November 3, 2020, two new directors were elected to the Board. One, John Huff had resigned earlier this year but then decided to run for a Board seat.

At this point, the new board will be determining how it wants to proceed with the property.

I am not aware of any changes in the State of California’s position since the telephone call in June 2020. The State representatives on that call made it very clear that no grant funds would be considered as long as the two board members, John Huff and Bob Bushansky remain on the District’s Board. They did not provide any details but the message was clear.

Very truly yours,



Douglas Provencher

AGENDA ITEM SUMMARY

AGENDA ITEM:

6.3 FY2023-2024 MCRPD Preliminary Budget.

PREPARED BY:

Carly Wells, Interim District Administrator

ATTACHMENT(S):

- FY2023-2024 MCRPD Preliminary Budget Report

EXPLANATION:

MCRPD staff will be on hand to provide a detailed presentation of the proposed FY2023-2024 MCRPD Preliminary Budget, as outlined in the attached FY2023-2024 MCRPD Preliminary Budget Report

FISCAL IMPACT:

Please refer to the attached Preliminary FY2023-2024 MCRPD Preliminary Budget Report.

ALTERNATIVES:

1. No alternatives have been proposed.

RECOMMENDED ACTION:

Carry a motion to approve the FY2023-2024 MCRPD Preliminary Budget as presented.

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 the FY2023-2024 MCRPD Preliminary Budget as presented.

Motion made by (Board Member): _____

Second made by (Board Member): _____

Discussion

Vote

Carried?

Yes

No

Unanimous

By majority

Voted against: _____

Abstained: _____



ANNUAL BUDGET REPORT FY2023-2024

MENDOCINO COAST RECREATION AND PARK DISTRICT

www.mendocoastrec.org

300 S Lincoln Street, Fort Bragg, CA 95437

The Mendocino Coast Recreation and Park District FY2023-2024 Annual Budget Report is prepared for the Mendocino Coast Recreation & Park District Board of Directors in accordance with the District's bylaws.

The mission of MCRPD is to provide opportunities on the Mendocino Coast that promote physical and mental well-being for everyone, through active play, community enrichment, programs, and events.



Mendocino Coast Recreation and Park District
Board of Directors and Term Expires:

Barbara Burkey, Board Chair - December 2026
Kylie Felicich, Board Secretary - December 2026
Angela Dominguez, Board Member - December 2024
John Huff, Board Member - December 2024

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DISTRICT HISTORY AND MAP

History

The Mendocino Coast Recreation and Park District (MCRPD) was formed in 1973 with the original boundaries encompassing 20 square miles around Fort Bragg. MCRPD is a public agency existing under and pursuant to the Constitution and laws of the State of California, with an elected five-member Board of Directors.

In 1982 the District was expanded to include the area served by Mendocino Unified School District (MUSD). In 1989, residents of the Point Arena area requested that MCRPD initiate proceedings to incorporate the Point Arena School District into MCRPD, and annexation of the South Coast followed. Most recently, in 2008, the MCRPD annexed the remainder of the Fort Bragg Unified School District to include the village of Westport.

District Boundary Map



BUDGET SUMMARY

Description	FY 19/20	FY 20/21	FY 21/22	FY22/23		FY23/24		Variance	Variance
	Audited Results	Audited Results	Audited Results	Adopted Budget	Proposed Budget				
Operating Revenue									favorable (unfavorable)
Enrichment	70,835	-	21,465	11,498	42,030	73%		30,532	
Youth Sports	7,473	225	8,112	12,601	12,655	0%		54	
Special Events	14,918	-	10,224	22,177	21,286	-4%		(891)	
Adult Sports	2,695	-	11,260	11,705	11,270	-4%		(435)	
Drop In	32,744	-	8,846	12,995	17,188	24%		4,192	
Miscellaneous	12,074	16,618	18,856	37,587	-			(37,587)	
Total Operating Revenue	140,739	16,843	78,763	108,563	104,429	-4%		29,801	
Other Revenue									
Donations	100,000	-	-	-	-			-	
Cal Recycle Grant		22,001							
Property Tax	310,362	298,229	324,328	324,328	340,545	5%		16,216	
Total Other Revenue	410,362	320,230	324,328	324,328	340,545	5%		16,216	
Total Revenues	551,101	337,073	403,091	432,892	444,973	3%		12,081	
Operating Expense									
Wages and Benefits	261,771	178,128	324,975	345,922	318,431	-9%		(27,491)	
Programs	32,145	977	3,725	4,680	1,500	-212%		(3,180)	
Sports	3,720	-	8,200	26,160	12,950	-102%		(13,210)	
Marketing	1,337	655	2,300	3,000	1,500	-100%		(1,500)	
Operations	66,128	88,351	71,928	82,070	128,966	36%		46,896	
Events	175	1,032	7,782	8,041	8,350	4%		309	
Miscellaneous	736	19,883	9,330	9,853	11,000	10%		1,147	
Total Operating Expense	366,012	289,026	428,239	479,725	482,697	1%		2,972	
Other Expenses									
Planning Grant Repayment	-	76,627	-	-	-			-	
Loan Principal Payments	-	22,001	-	-	-			-	
Interest	-	-	-	-	-			-	
Area Funding Grant	2,500	2,500	2,500	2,500	5,000	50%		2,500	
Total Other Expenses	2,500	101,128	2,500	2,500	5,000	50%		2,500	
Total Expenses	368,512	390,154	430,739	482,225	487,697	1%		5,472	
Net Revenue/(Expense)	182,589	(53,081)	(27,648)	(49,333)	(42,723)	-15%		6,610	

Special Items

Write-Off Accounts Payable

Description	FY 19/20	FY 20/21	FY 21/22	FY22/23		FY23/24		Variance
	Audited Results	Audited Results	Audited Results	Adopted Budget	Proposed Budget			
Beginning Avail. Net Assets	455,125	637,714	584,633	556,985	507,652			(49,333)
Net Revenue/(Expense)	182,589	(53,081)	(27,648)	(49,333)	(42,723)			6,610
Available Net Assets	637,714	584,633	556,985	507,652	464,929			(42,723)
Restricted Net Assets	100,000	100,000	100,000	100,000	100,000			-
Unrestricted Net Assets	537,714	484,633	456,985	407,652	364,929			(42,723)
Available Net Assets	637,714	584,633	556,985	507,652	464,929			(42,723)

REVENUES

Operating revenue is generated from collecting fees and sponsorships through enrichment programs, youth sports, special events, adult sports, and other miscellaneous sources. Operating Revenue is anticipated to be \$104,429 for the year.

Enrichment

Enrichment includes programs and classes such as Gymnastics, Archery Clinics, Kayaking and South Coast Swim Lessons. Enrichment revenue is projected to be \$42,030. The large increase is due to the return of the popular gymnastics program.

Youth Sports

Youth Sports revenue consists of Hoopstars! and Coast Youth Basketball. Expected revenue for youth sports is \$12,655.

Special Events

The District holds a variety of events throughout the year such as the C & J Ales Men's Softball Tournament every summer and our big fundraiser event is the Annual Aquathon & Silent Auction that raises funds to support the second grade learn to swim program. Special Events revenue is projected to be \$21,286.

Adult Sports

Adult Sports include Men's Basketball League, Men's League Softball and Co-Ed League Softball. Revenue is projected to be \$11,270.

Drop In

Drop-in programs and classes offered include Adult Drop-in Volleyball, as well as the popular Family Skate Night. Drop-in revenue is expected to come in at \$17,188.

Miscellaneous

Miscellaneous revenues previously included funds collected such as the administrative fees from the KUDOS and ASSETS program. We do not expect miscellaneous revenue this year as MCRPD is not going to be involved with the KUDOS and ASSETS programs.

Property Tax

The District collects property tax to support recreation and park activities. A tax sharing agreement allocates 45% of the property tax and 100% of Redevelopment Agency Pass-Through funds to the City of Fort Bragg to support C.V. Starr Community Center and Fort Bragg recreation. The remaining 55% of collected property tax supports the District's general fund. The estimated tax revenue for FY2022-2023 is \$340,545.

EXPENSES

Expenses are any costs associated with providing day to day District programs and services including wages and benefits. Operating Expenses are projected to be \$487,697.

Wages and Benefits

Wages and benefits account for the monetary compensation paid to employees, healthcare benefits, workers compensation insurance, state unemployment insurance, state employment training tax, federal insurance contribution act tax (FICA), and federal Medicare tax. The projected FY2023-2024 wages and benefits are \$318,431.

Programs

Program expenses include supplies for Skate Night, Volleyball, Archery, and any other enrichment programs offered. Program expenses are expected to be \$1,500. The decrease is due purchases made in FY22/23 that will last through FY23/24.

Sports

Sports expenses include the costs in administering the Basketball Programs, and Co-Ed and Men's Softball. Sports expenses are expected to be \$12,950. The large decrease is because we are changing the format of how programs are ran.

Marketing

Outreach expenses include promotional supplies, banners, brochure costs and advertisements. The expected marketing costs are \$1,500.

Operations

Operation account for uniforms, facility rentals, office supplies, IT equipment & services, resources and subscriptions, bank fees, utilities, communications, postage and shipping, professional services, insurance, licenses and permits, dues and memberships, training, travel, recruitment, and medical supplies. Operation expenses are anticipated to be \$128,966.

Events

Event expenses this year include supplies for the C & J Ales Memorial Softball Tournament, Drive-Thru Trick-or-Treat, South Coast Halloween Carnival and Winter Wonders events. Expenses are expected to be \$8,350.

Miscellaneous

Miscellaneous expenses include property tax administration Fees, LAFCO, and the Mendocino County property tax administration. Total miscellaneous expenses are projected to be \$11,000.

Recreation Services Grant

The MCRPD Recreation Services Grant offers a systematic approach to selecting and offering financial assistance to groups and entities within the District that require some financial

assistance to execute their own recreation programming. The maximum grant amount to be rewarded is usually \$2,500. Staff noticed that the grant was not published for applicants to apply during the FY2022-2023 so the FY2023-2024 will roll those allotted funds over and offer \$5,000.

Available Net Assets

With the new midyear projections, the District is anticipating ending the FY2023-2024 with \$464,929 in net assets.

AGENDA ITEM SUMMARY

AGENDA ITEM:

7.0 Consent Calendar

PREPARED BY:

Carly Wells, Interim District Administrator

ATTACHMENT(S):

- 4-19-2023 Board of Directors Board Meeting Minutes
- 4-28-2023 Special Board of Directors Meeting Minutes
- 05-30-2023 Special Board Meeting Minutes.
- 06-14-2023 Special MCRPD Board of Directors Meeting Minutes
- MCRPD February 2023 Financial Statement
- MCROD February 2023 Check Register
- MCRPD March 2023 Financial Statement
- MCRPD March 2023 Check Register

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 meeting and standing committees: 04-19-2023;
Approval of minutes for Special Board of Directors meeting 04-28-2023

7.2 Approval of financial documents as recommended by the Finance Committee;
MCRPD Financial Statement February 2023; MCRPD Check Register February 2023;
MCRPD Financial Statement March 2023; MCRPD Check Register March 2023

FISCAL IMPACT:

None

ALTERNATIVES:

None

RECOMMENDED ACTION:

Carry a motion to approve all items included on the June 21 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 June 21, 2023, consent calendar.

Motion made by (Board Member): _____

Second made by (Board Member): _____

Discussion

Vote

Carried?

Yes

No

Unanimous

By majority

Voted against: _____

Abstained: _____



REGULAR BOARD OF DIRECTORS MEETING
Mendocino Coast Botanical Gardens Meeting Room
18220 North Highway 1
Fort Bragg, CA. 95437
Wednesday, April 19, 2023
5:30 P.M.

MINUTES

1.0 CALL TO ORDER

- The meeting was called to order at 5:30pm
- Board members present: Angela Dominguez, Barbara Burkey, Kylie Felicich, John Huff
- Board members absent: Bob Bushansky

2.0 APPROVAL AND ADOPTION OF AGENDA

- There was a motion to adopt the agenda as presented.
- Msc: Felicich/Huff/Unanimous
- Yeyes: Dominguez, Burkey, Felicich, Huff
- Naves: none
- Absent Bushansky

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).

- Kirk Marshall was present and introduced himself as a previous board member, NAWI instructor, and a scuba instructor; he is also a California contractor. He belongs to the diving group ILC, along with Gregg Davis and John Hopkins Jr. Kirk explained their experience in diving; Gregg has been an instructor for 50 years, John is currently in active duty for the Navy, and he is also a diving instructor. Combined have over 100 years' experience diving. In September they would like to have a 3-day program at the C. V. Starr Community Center Lap Pool. They would only need two lanes at a time. This would allow the public to experience hard hat diving, education and recreation. There would be no costs to the MCRPD or the CVSCC. He would like to discuss this further at the next meeting.

4.0 STAFF REPORTS:

4.1 Administrative Report (Moneque Wooden)

- Wooden reviewed her report and went over the meeting that she had with the chief of police about the HOAX Active Shooter incident that happened at the Fort Bragg High School a couple of weeks ago. She

also reported that the Center is back open on Fridays and things are going well. The Slide Project is nearly complete and thanked the staff that have been working this project as it is a very huge project. She also wanted to let the Board know that she reminded FBUSD last week that the MOU that MCRPD has with them will end in June 2023.

- Burkey asked for clarification about the emergency that the town of Fort Bragg went through.

4.2 Maintenance Report (Paul Kelley)

- Kelley was not present, there were no questions.

4.3 Guest Services Report (Carly Wells)

- Wells updated about the new website for MCRPD and CVSCC.

4.4 CVSCC Recreation Services Report (Kim Ramey)

- Ramey touched on the new program, Water Safety Aid.
- Burkey thanked her for all her work.

4.5 MCRPD Recreation Services Report (Ellie Collins)

- Collins reported that Co-Ed softball started at the end of March there have been a few rain outs, but things are going well.
- Collins also reported that Skate Night is going well.
- Next month there will be archery in Point Arena and the classes are almost full.

5.0 OTHER REPORTS:

5.1 Friends of MCRPD

- Nothing to report.

5.2 South Coast

- Burkey attended RCRC meeting and reported that there are only about five active members of the RCRC and they try to take care of everything themselves from painting tables to cleaning up property.

5.3 MECCA

- No meeting since June 2022.

5.4 Mendocino Coast Botanical Gardens

- Burkey reported that the Annual Appeal is still bringing in money \$120,000 and going strong. The spring plant sale is happening this weekend and next week. There will be a second shipment of plants mid-week.

5.5 Personnel Committee

- There will be a committee meeting before the next regular meeting May 19 at 4:30pm.

5.6 Regional Park Committee

- Since the Regional Park Property has been sold there is no longer a need for a Regional Park Committee. The Bylaws will be updated to reflect this.

5.7 District Services Committee

- Nothing to report.

5.8 Finance Committee

- Nothing to report.

- Felicich asked if she could attend the next meeting.
- Burkey stated that we will need to hear from Bushansky first.

5.9 Board of Directors

- Huff brought it to the staff's attention that he has been on the social media Next Door, and it looks like there are people who would like to play ping pong. He asked the staff look into ping pong.
- Ramey responded and brought up the challenges that were discovered when looking into it before
- Collins will investigate the idea of MCRPD offering ping pong in the future.

6.0 DISCUSSION/ACTION

6.1 Lease Agreement for 901 N Franklin St in Fort Bragg CA

- Collins introduced the item and went over the information in the packet.
- Burkey asked about windows and the lighting of the space.
- Collins replied that there are not any windows, but that the space has ample lighting.
- Dominguez stated that the Food Bank has rented the exact space before and that it is a great space.
- Community member Bill Hayes stated that this space is a unicorn of the area, hard to find in our area.
- Huff asks about floor, and how to protect MCRPD's mats.
- Bill Hayes stated that paint would be sufficient.
- Felicich is enthusiastic!
- Huff asked Wells about the history of gymnastics and other programs.
- Wells stated that in her history with the District the gymnastics program was very popular.
- Burkey asked about startup costs and the staffing costs.
- Collins explained the staffing costs for set up and equipment needed.
- Burkey asked about how many instructors MCRPD had lined up.
- Collins stated that right now MCRPD is looking at one. There are many other time availabilities and if MCRPD has more instructors interested in teaching MCRPD will be able to offer more classes.
- Kassie Hayes introduced herself as the only gymnastics instructor MCRPD has had over the years. She taught gymnastics with MCRPD since 1985. Kassie Hayes also knows someone who would be a great fit for a substitute. Kassie Hayes also mentioned that Mia Bremmer would be interested in teaching classes in the fall when she gets done with her tour with the Flynn Creek Circus.
- Kassie Hayes suggests that MCRPD also look into Circus MECCA as a possible renter.
- Burkey asks for the length of the lease.
- Collins stated 12 months.
- Burkey asked about what ages this program would cater to.
- Kassie Hayes replied that it covered tiny tots though adults, so all

ages.

- Community Member Veronica stated that she has had three kids who had attended Kassie Hayes's classes in the past. She spoke highly of Kassie and the experience that her children had with Kassie over the years.
- Community Member Adrienne Bishop seconded Veronica's comment. She stated that the closest thing that our community has to this program is a competitive cheer program in Ukiah and that is too far away for most people.
- Community Member Holly Ugulano stated that last year there were 76 cheerleaders signed up with the Cubs organization and every year practice time gets to cold and they will look for indoor space. Renting this space from MCRPD may be an option.
- Kassie Hayes highlighted the positives of gymnastics serving sensory integration.
- Ugulano echoed that the class helped her child that was nonverbal when she was starting gymnastics and now, she is an outgoing kid.
- Felicich suggested that someone contact the Fort Bragg Police Department for possible funding.
- Burkey asked how fast MCRPD can move.
- Collins stated possibly in as little as four weeks and clarified the banner campaign.
- A motion was made to accept the proposal and enter into the lease agreement with Dave and Ann Turner for the property at 901 N Franklin St in Fort Bragg CA 95437
- M/S/C Felicich/ Huff/ Unanimous
- Yaes: Dominguez, Burkey, Felicich, Huff
- Nays: None
- Absent: Bushansky

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

- Huff asked for a correction to the Regular Meeting Minutes. The minutes read that he nor his wife received money from the CRA, they were volunteers. Huff said that was incorrect, he was a volunteer, and his wife was an employee.
- There was a motion to adopt the consent calendar with the correction made by Huff to the Regular Meeting Minutes.
- M/S/C: Felicich/Huff
- Yaes: Dominguez, Burkey, Felicich, Huff
- Nays: none
- Absent: Bushansky

7.2 Approval of minutes for board meetings and standing committees: 03-15-2023
Finance Committee Meeting Minutes, 03-15-2023 Regular Board Meeting
Minutes, 03-22-2023 Special Board Meeting Minutes

8.0 ADJOURNMENT

- The meeting was adjourned at 6:20pm

DRAFT



SPECIAL BOARD OF DIRECTORS MEETING
C. V. Starr Community Center
300 S. Lincoln St
Fort Bragg, CA. 95437
Friday, April 28, 2023
9:30 A.M.

MINUTES

1.0 CALL TO ORDER

Call to order and roll call

- The meeting was called to order at 9:33am
- Board Members present were; Barbara Burkey, Angela Dominguez, Kylie Felicich, John Huff
- Board Members absent were: Bob Bushanksy

2.0 APPROVAL AND ADOPTION OF AGENDA

Items to be removed from or changes to the agenda should be done at this time

- A motion was made to adopt the agenda
- M/S/C Huff, Dominguez
- Yeyes: Huff, Dominguez, Felicich, Burkey
- Naves: None
- Absent: Bushanksy

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).

- None

4.0 PUBLIC PARTICIPATION-CLOSED SESSION ITEMS

A maximum of 3 minutes is reserved for members of the public to address the Board on items listed on the closed session section of the agenda and a total time for public input on a particular issue is limited to 20 minutes (Government Code 54954.3).

- A letter was submitted by staff.

5.0 CLOSED SESSION:

- **PERSONNEL** In accordance with Government Code Section 54957, the Governing Board will meet in Closed Session to review the results of a personnel investigation and 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

6.1 Call to Order and roll call

- The meeting was called back to order at 9:33am
- Board Members present were; Barbara Burkey, Angela Dominguez, Kylie Felicich, John Huff
- Board Members absent were: Bob Bushanksy

6.2 Report of Final Action in Closed Session

- The report from the closed session was that the Board met with legal counsel and resolved personal issues.

6.0 ADJOURNMENT –

- The meeting was adjourned at 10:34am



SPECIAL BOARD OF DIRECTORS MEETING
C. V. Starr Community Center 300 S. Lincoln St
Fort Bragg, CA. 95437
Tuesday, May 30, 2023
10:00 A.M.

Minutes

1.0 CALL TO ORDER

Call to order and roll call

- Meeting called to order at: 10:08AM
- Board members present: Barbara Burkey, Kylie Felicich, Angela Dominguez
- Board members absent: John Huff

2.0 APPROVAL AND ADOPTION OF AGENDA

The Agenda was approved with no changes.

- M/S/C: Felicich/ Dominguez
- Y/yes: Felicich, Burkey, Dominguez
- N/yes: None
- Absent: Huff

3.0 PUBLIC PARTICIPATION-NON AGENDA ITEMS

- There was no public participation on non-agenda items.

4.0 DISCUSSION/ACTION

4.1 RESOLUTION NO. 23-02: AUTHORIZING LAYOFFS FOR MCRPD AFTERSCHOOL PROGRAM STAFF

- Carly Wells introduced the item and reviewed the staff report.
- Bob Rodriguez asked about what would happen to the current employees.
- Wells explained that the afterschool program was already partnered with another community entity to facilitate the afterschool program in the next school year. It would be expected that the employees would be hired by the new entity and their employment would be seamless.
- Felicich stated that she has heard great things about the new partnership and that it would be a good thing for many people in our community, participants and staff alike.
- Bob Rodriguez asked about how this may impact the MCRPD budget.
- Wells explained that the grants that funded the afterschool program were on a reimbursement basis and monies in represented monies going out. There was an administrative fee that would be lost but it was very marginal in comparison to the time and resources that it took to administrate the program.
- There was a motion made to adopt resolution 23-02 authorizing layoffs for the MCRPD Afterschool Program Staff.

- M/S/C: Felicich/ Dominguez
- Yeyes: Felicich, Burkey, Dominguez
- Naves: None
- Absent: Huff

5.0 ADJOURNMENT –

- The meeting was adjourned at 10:16AM

DRAFT



SPECIAL BOARD OF DIRECTORS MEETING
C. V. Starr Community Center 300 S. Lincoln St
Fort Bragg, CA. 95437
Wednesday, June 14, 2023
5:30 P.M.

MINUTES

1.0 CALL TO ORDER

- Meeting called to order at: 5:32pm
- Board members present: Angela Dominguez, Kylie Felicich, Barbara Burkey
- Board members absent: John Huff

2.0 APPROVAL AND ADOPTION OF AGENDA

- The agenda was approved with no changes.
- Yays: Dominguez, Felicich, Burkey
- Nays: None
- Absent: Huff

3.0 PUBLIC PARTICIPATION-NON AGENDA ITEMS

- There was no public participation.

4.0 DISCUSSION/ACTION

4.1 MCRPD Board of Director Vacancy

- Dave Shpak introduced himself and reviewed his experience and qualifications. He stated that he was impressed with the District Staff and Board and was happy for the invitation to attend this meeting and apply to become a board member. He stated that he believes that it is important to make decisions with intent and be ready to adapt to things as sometimes things happen to plans and ideas. He is eager to have more partnerships on the south coast. He is very excited to be part of this community and work on “play” the fun part of life.
- Felicich stated that she was happy that he applied as he was her first thought when she was notified that there was a vacancy on the Board.
- Burkey thanked Shpak for his perspectives, especially to make decisions with intent.
- A motion was made to appoint Dave Shpak to the vacant seat of the Mendocino Coast Recreation and Park District Board.
- M/S/C: Dominguez/ Felicich
- Yays: Dominguez, Felicich, Burkey
- Nays: None.
- Absent: Huff

5.0 ADJOURNMENT –

- Meeting adjourned at 5:43pm

Description		Current Month Actual	Current Month Budget	Current Month Difference <i>favorable / (unfavorable)</i>	Year to Date Actual	Year to Date Budget	Year to Date Difference <i>favorable / (unfavorable)</i>	Available
Operating Revenue								
Enrichment	1	-	1,863	(1,863)	11,530	13,572	(2,042)	12,287
Youth Sports	2	1,265	410	855	12,515	8,043	4,472	(2,882)
Special Events	3	205	25	180	22,860	12,397	10,463	(3,363)
Adult Sports	4	425	210	215	870	1,280	(410)	11,370
Drop In	5	2,017	1,452	565	10,976	7,538	3,438	302
Other Income	6	3,360	3,360	-	9,811	14,850	(5,039)	11,759
Total Revenue		7,272	7,320	(48)	68,563	57,680	10,883	29,472
Other Revenues								
Property Tax	7	-	-	-	181,740	181,740	-	142,588
Total Other Revenue		-	-	-	181,740	181,740	-	142,588
Total Revenues		7,272	7,320	(48)	250,303	239,421	10,883	172,060
Operating Expense								
Wages and Benefits	8	14,418	18,343	3,925	138,741	182,399	43,658	291,618
Programs	9	27	150	123	2,198	4,330	2,132	4,322
Sports	10	0	1,090	1,090	8,744	9,800	1,056	16,903
Marketing	11	0	50	50	853	2,800	1,947	3,000
Operations	12	8,587	9,701	1,114	69,809	62,732	(7,076)	72,139
Events	13	286	300	14	4,976	6,950	1,974	7,808
Other Expenses	14	-	2,670	2,670	1,183	5,995	4,812	33,234
Total Operating Expense		23,318	32,304	8,986	226,504	275,006	48,502	429,024
Other Expenses								
Area Funding Grant	15	-	-	-	2,500	-	-	2,500
Total Other Income / Expense		-	-	-	2,500	-	-	2,500
Total Expenses		23,318	32,304	8,986	229,004	275,006	48,502	431,524
Net Revenue (Expense)		(16,046)	(24,984)	(9,034)	21,299	(35,586)	(37,620)	(259,464)

Footnotes	1
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**Mendo Coast Rec Park District
Check Register**

For the Period From Feb 1, 2023 to Feb 28, 2023

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
DD1689	2/1/23	Employee Payroll	1020	545.01
DD1690	2/1/23	Employee Payroll	1020	1,236.70
DD1691	2/1/23	Employee Payroll	1020	675.10
DD1692	2/1/23	Employee Payroll	1020	111.83
DD1693	2/1/23	Employee Payroll	1020	346.84
DD1694	2/1/23	Employee Payroll	1020	57.80
DD1695	2/1/23	Employee Payroll	1020	536.86
DD1696	2/1/23	Employee Payroll	1020	491.83
DD1697	2/1/23	Employee Payroll	1020	380.41
DD1698	2/1/23	Employee Payroll	1020	311.75
DD1699	2/1/23	Employee Payroll	1020	754.85
DD1700	2/1/23	Employee Payroll	1020	1,348.17
DD1701	2/1/23	Employee Payroll	1020	1,708.47
DD1702	2/1/23	Employee Payroll	1020	351.16
DD1703	2/1/23	Employee Payroll	1020	343.76
DD1704	2/1/23	Employee Payroll	1020	402.53
DD1705	2/1/23	Employee Payroll	1020	634.57
DD1706	2/1/23	Employee Payroll	1020	707.50
DD1707	2/1/23	Employee Payroll	1020	509.39
1992	2/1/23	Employee Payroll	1020	417.02
1993	2/1/23	Employee Payroll	1020	57.80
1994	2/1/23	Employee Payroll	1020	438.96
1995	2/1/23	Employee Payroll	1020	263.37
1996	2/1/23	Employee Payroll	1020	452.71
1997	2/1/23	Employee Payroll	1020	351.16
1998	2/1/23	Employee Payroll	1020	587.06
1999	2/1/23	Employee Payroll	1020	373.11
2000	2/1/23	Employee Payroll	1020	438.96
2001	2/1/23	Employee Payroll	1020	281.66
2002	2/1/23	Employee Payroll	1020	182.90
2003	2/1/23	Employee Payroll	1020	1,195.39
2004	2/1/23	Employee Payroll	1020	219.48
2005	2/1/23	Employee Payroll	1020	179.25
2006	2/1/23	Employee Payroll	1020	353.92
DD1708	2/2/23	Employee Payroll	1020	87.88
DD1709	2/2/23	Employee Payroll	1020	100.05
DD1710	2/2/23	Employee Payroll	1020	2,271.80
2007	2/2/23	Employee Payroll	1020	113.52
2008	2/2/23	Employee Payroll	1020	45.54
	2/2/23	Employment Development Dept.	1020	1,355.47
	2/2/23	EFTPS	1020	4,862.89
2009	2/8/23	BETH PINE	KUDOS	695.12
2010	2/8/23	EDWARD JONES	1020	1,328.93
2011	2/8/23	Elizabeth Collins	1020	370.70
2012	2/8/23	Embolden Law PC	1020	720.00
2013	2/8/23	Fort Bragg Towing	1020	445.24
2014	2/8/23	Kim Ramey	1020	99.00
2015	2/8/23	Mendocino Community Network	1020	84.21
2016	2/8/23	NCSI	1020	74.00
2017	2/8/23	ODP Business Solutions, LLC	1020	154.58
2018	2/8/23	REOALTD	1020	1,632.00
2019	2/8/23	Victoria Anaya Franco	KUDOS	773.07
	2/13/23	Mendocino Community Network	1020	117.66
2037	2/13/23	CV STARR CENTER	1020	5,952.50
2038	2/13/23	Kim Ramey	1020	27.09

**Mendo Coast Rec Park District
Check Register**

For the Period From Feb 1, 2023 to Feb 28, 2023

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
2039	2/13/23	P.G. & E.	1020	4.89
2040	2/13/23	Victoria Anaya Franco	KUDOS	120.17
DD1711	2/15/23	Employee Payroll	1020	599.74
DD1712	2/15/23	Employee Payroll	1020	1,049.88
DD1713	2/15/23	Employee Payroll	1020	688.99
DD1714	2/15/23	Employee Payroll	1020	153.77
DD1715	2/15/23	Employee Payroll	1020	589.75
DD1716	2/15/23	Employee Payroll	1020	57.80
DD1717	2/15/23	Employee Payroll	1020	567.94
DD1718	2/15/23	Employee Payroll	1020	539.82
DD1719	2/15/23	Employee Payroll	1020	430.71
DD1720	2/15/23	Employee Payroll	1020	448.92
DD1721	2/15/23	Employee Payroll	1020	594.17
DD1722	2/15/23	Employee Payroll	1020	1,280.30
DD1723	2/15/23	Employee Payroll	1020	1,799.80
DD1724	2/15/23	Employee Payroll	1020	409.69
DD1725	2/15/23	Employee Payroll	1020	372.67
DD1726	2/15/23	Employee Payroll	1020	402.53
DD1727	2/15/23	Employee Payroll	1020	456.56
DD1728	2/15/23	Employee Payroll	1020	819.96
DD1729	2/15/23	Employee Payroll	1020	548.48
2020	2/15/23	Employee Payroll	1020	424.32
2021	2/15/23	Employee Payroll	1020	57.80
2022	2/15/23	Employee Payroll	1020	486.52
2023	2/15/23	Employee Payroll	1020	351.16
2024	2/15/23	Employee Payroll	1020	517.39
2025	2/15/23	Employee Payroll	1020	395.07
2026	2/15/23	Employee Payroll	1020	612.75
2027	2/15/23	Employee Payroll	1020	336.53
2028	2/15/23	Employee Payroll	1020	490.18
2029	2/15/23	Employee Payroll	1020	303.62
2030	2/15/23	Employee Payroll	1020	215.83
2031	2/15/23	Employee Payroll	1020	1,316.46
2032	2/15/23	Employee Payroll	1020	409.69
2033	2/15/23	Employee Payroll	1020	164.61
2034	2/15/23	Employee Payroll	1020	395.07
DD1730	2/16/23	Employee Payroll	1020	100.05
DD1731	2/16/23	Employee Payroll	1020	2,271.80
2035	2/16/23	Employee Payroll	1020	113.52
2036	2/16/23	Employee Payroll	1020	91.08
	2/17/23	Employment Development Dept.	1020	1,437.28
	2/17/23	EFTPS	1020	5,079.84
2041	2/27/23	Mendocino Coast Clinics	1020	269.00
2042	2/27/23	Moneque Wooden	1020	270.00
2043	2/27/23	ODP Business Solutions, LLC	1020	108.82
2044	2/27/23	US CELLULAR	1020	593.01
Total				<u>67,306.47</u>

Description		Current Month Actual	Current Month Budget	Current Month Difference <i>favorable / (unfavorable)</i>	Year to Date Actual	Year to Date Budget	Year to Date Difference <i>favorable / (unfavorable)</i>	Available
Operating Revenue								
Enrichment	1	20	825	(805)	11,550	14,397	(2,847)	12,267
Youth Sports	2	40	900	(860)	12,555	8,943	3,612	(2,922)
Special Events	3	4,000	5,000	(1,000)	26,860	17,397	9,463	(7,363)
Adult Sports	4	2,415	375	2,040	3,285	1,655	1,630	8,955
Drop In	5	1,780	1,184	596	12,756	8,722	4,034	(1,478)
Other Income	6	5,152	5,152	-	9,811	20,002	(10,191)	6,607
Total Revenue		13,407	13,436	(29)	76,817	71,116	5,701	16,066
Other Revenues								
Property Tax	7	10,094	-	10,094	191,834	181,740	10,094	132,494
Total Other Revenue		10,094	-	10,094	191,834	181,740	10,094	132,494
Total Revenues		23,501	13,436	10,065	268,652	252,857	15,795	148,559
Operating Expense								
Wages and Benefits	8	18,863	28,343	9,480	152,604	210,741	58,137	291,618
Programs	9	2,481	100	(2,381)	4,678	4,430	(248)	4,322
Sports	10	0	1,360	1,360	8,744	11,160	2,416	16,903
Marketing	11	129	50	(79)	981	2,850	1,869	3,000
Operations	12	20,502	18,828	(1,674)	78,310	82,560	4,250	92,139
Events	13	326	350	24	5,303	7,300	1,997	7,808
Other Expenses	14	-	0	-	1,183	5,995	4,812	13,234
Total Operating Expense		42,301	49,031	6,730	251,804	325,037	73,232	429,024
Other Expenses								
Area Funding Grant	15	-	-	-	2,500	-	-	2,500
Total Other Income / Expense		-	-	-	2,500	-	-	2,500
Total Expenses		42,301	49,031	6,730	254,304	325,037	73,232	431,524
Net Revenue (Expense)		(18,800)	(35,595)	3,335	14,347	(72,180)	(57,437)	(282,964)

- Footnotes
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**Mendo Coast Rec Park District
Check Register**

For the Period From Mar 1, 2023 to Mar 31, 2023

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
DD1732	3/1/23	Employee Payroll	1020	303.87
DD1733	3/1/23	Employee Payroll	1020	611.09
DD1734	3/1/23	Employee Payroll	1020	414.45
DD1735	3/1/23	Employee Payroll	1020	74.56
DD1736	3/1/23	Employee Payroll	1020	234.57
DD1737	3/1/23	Employee Payroll	1020	28.91
DD1738	3/1/23	Employee Payroll	1020	298.96
DD1739	3/1/23	Employee Payroll	1020	253.29
DD1740	3/1/23	Employee Payroll	1020	248.86
DD1741	3/1/23	Employee Payroll	1020	173.69
DD1742	3/1/23	Employee Payroll	1020	298.19
DD1743	3/1/23	Employee Payroll	1020	1,040.24
DD1744	3/1/23	Employee Payroll	1020	1,223.59
DD1745	3/1/23	Employee Payroll	1020	248.75
DD1746	3/1/23	Employee Payroll	1020	104.25
DD1747	3/1/23	Employee Payroll	1020	219.48
DD1748	3/1/23	Employee Payroll	1020	349.79
DD1749	3/1/23	Employee Payroll	1020	292.64
2045	3/1/23	Employee Payroll	1020	28.91
2046	3/1/23	Employee Payroll	1020	267.04
2047	3/1/23	Employee Payroll	1020	175.59
2048	3/1/23	Employee Payroll	1020	153.63
2049	3/1/23	Employee Payroll	1020	260.48
2050	3/1/23	Employee Payroll	1020	201.19
2051	3/1/23	Employee Payroll	1020	219.48
2052	3/1/23	Employee Payroll	1020	164.61
2053	3/1/23	Employee Payroll	1020	95.10
2054	3/1/23	Employee Payroll	1020	701.20
2055	3/1/23	Employee Payroll	1020	248.75
2056	3/1/23	Employee Payroll	1020	43.89
2057	3/1/23	Employee Payroll	1020	205.76
DD1750	3/2/23	Employee Payroll	1020	104.59
DD1751	3/2/23	Employee Payroll	1020	2,271.80
2058	3/2/23	Employee Payroll	1020	113.52
2059	3/3/23	Employee Payroll	1020	236.64
2060	3/3/23	Employee Payroll	1020	177.85
	3/3/23	Employment Development Dept.	1020	668.44
	3/3/23	EFTPS	1020	2,870.86
	3/8/23	Mendocino Community Network	1020	117.66
2061	3/10/23	BETH PINE	KUDOS	603.34
2062	3/10/23	CAPRI	1020	1,092.00
2063	3/10/23	CV STARR CENTER	1020	11,197.44
2064	3/10/23	EDWARD JONES	1020	904.80
2065	3/10/23	Embolden Law PC	1020	2,880.00
2066	3/10/23	Kim Ramey	1020	285.71
2067	3/10/23	NCSI	1020	18.50
2068	3/10/23	ODP Business Solutions, LLC	1020	24.58
2069	3/10/23	REOALTD	1020	1,136.00
2070	3/10/23	Victoria Anaya Franco	KUDOS	127.72
2063V	3/14/23	CV STARR CENTER	1020	-11,197.44
DD1752	3/15/23	Employee Payroll	1020	588.60
DD1753	3/15/23	Employee Payroll	1020	1,125.62
DD1754	3/15/23	Employee Payroll	1020	661.19
DD1755	3/15/23	Employee Payroll	1020	149.10
DD1756	3/15/23	Employee Payroll	1020	485.60

**Mendo Coast Rec Park District
Check Register**

For the Period From Mar 1, 2023 to Mar 31, 2023

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Check #	Date	Payee	Cash Account	Amount
DD1757	3/15/23	Employee Payroll	1020	57.80
DD1758	3/15/23	Employee Payroll	1020	563.88
DD1759	3/15/23	Employee Payroll	1020	504.94
DD1760	3/15/23	Employee Payroll	1020	403.61
DD1761	3/15/23	Employee Payroll	1020	191.51
DD1762	3/15/23	Employee Payroll	1020	594.17
DD1763	3/15/23	Employee Payroll	1020	1,223.14
DD1764	3/15/23	Employee Payroll	1020	1,696.83
DD1765	3/15/23	Employee Payroll	1020	395.07
DD1766	3/15/23	Employee Payroll	1020	364.92
DD1767	3/15/23	Employee Payroll	1020	438.96
DD1768	3/15/23	Employee Payroll	1020	456.56
DD1769	3/15/23	Employee Payroll	1020	803.89
DD1770	3/15/23	Employee Payroll	1020	574.55
2071	3/15/23	Employee Payroll	1020	409.69
2072	3/15/23	Employee Payroll	1020	173.41
2073	3/15/23	Employee Payroll	1020	486.52
2074	3/15/23	Employee Payroll	1020	351.16
2075	3/15/23	Employee Payroll	1020	380.44
2076	3/15/23	Employee Payroll	1020	609.08
2077	3/15/23	Employee Payroll	1020	409.69
2078	3/15/23	Employee Payroll	1020	468.23
2079	3/15/23	Employee Payroll	1020	241.42
2080	3/15/23	Employee Payroll	1020	245.08
2081	3/15/23	Employee Payroll	1020	1,316.46
2082	3/15/23	Employee Payroll	1020	496.35
2083	3/15/23	Employee Payroll	1020	95.10
2084	3/15/23	Employee Payroll	1020	436.22
DD1771	3/16/23	Employee Payroll	1020	50.03
DD1772	3/16/23	Employee Payroll	1020	2,271.80
2085	3/16/23	Employee Payroll	1020	122.99
2086	3/16/23	Employee Payroll	1020	98.68
DD1773	3/16/23	Employee Payroll	1020	116.68
	3/17/23	Employment Development Dept.	1020	1,272.66
	3/17/23	EFTPS	1020	4,975.75
2087	3/21/23	BETH PINE	KUDOS	254.90
2088	3/21/23	CV STARR CENTER	1020	2,480.76
2089	3/21/23	Oppenheimer Investigations Group LLP	1020	5,642.50
2090	3/21/23	Streamline	1020	800.00
2091	3/21/23	US CELLULAR	1020	579.71
2092	3/21/23	Victoria Anaya Franco	KUDOS	738.26
2093	3/21/23	CV STARR CENTER	1020	10,543.10
2094	3/21/23	CV STARR CENTER	1020	654.34
2040V	3/27/23	Victoria Anaya Franco	KUDOS	-120.17
2095	3/27/23	Victoria Anaya Franco	KUDOS	120.17
2110	3/28/23	Redwood Empire Title Co. of Mendo Cnty	1020	1,361.50
DD1774	3/29/23	Employee Payroll	1020	592.33
DD1775	3/29/23	Employee Payroll	1020	959.00
DD1776	3/29/23	Employee Payroll	1020	575.73
DD1777	3/29/23	Employee Payroll	1020	149.10
DD1778	3/29/23	Employee Payroll	1020	440.34
DD1779	3/29/23	Employee Payroll	1020	28.91
DD1780	3/29/23	Employee Payroll	1020	584.16
DD1781	3/29/23	Employee Payroll	1020	533.55
DD1782	3/29/23	Employee Payroll	1020	438.44

**Mendo Coast Rec Park District
Check Register**

For the Period From Mar 1, 2023 to Mar 31, 2023

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
DD1783	3/29/23	Employee Payroll	1020	236.05
DD1784	3/29/23	Employee Payroll	1020	594.17
DD1785	3/29/23	Employee Payroll	1020	431.65
DD1786	3/29/23	Employee Payroll	1020	1,348.17
DD1787	3/29/23	Employee Payroll	1020	1,867.12
DD1788	3/29/23	Employee Payroll	1020	380.44
DD1789	3/29/23	Employee Payroll	1020	375.32
DD1790	3/29/23	Employee Payroll	1020	438.96
DD1791	3/29/23	Employee Payroll	1020	412.58
DD1792	3/29/23	Employee Payroll	1020	811.92
DD1793	3/29/23	Employee Payroll	1020	522.43
2096	3/29/23	Employee Payroll	1020	482.85
2097	3/29/23	Employee Payroll	1020	173.41
2098	3/29/23	Employee Payroll	1020	486.52
2099	3/29/23	Employee Payroll	1020	351.16
2100	3/29/23	Employee Payroll	1020	351.16
2101	3/29/23	Employee Payroll	1020	609.08
2102	3/29/23	Employee Payroll	1020	453.60
2103	3/29/23	Employee Payroll	1020	314.58
2104	3/29/23	Employee Payroll	1020	223.13
2105	3/29/23	Employee Payroll	1020	1,316.46
2106	3/29/23	Employee Payroll	1020	292.64
2107	3/29/23	Employee Payroll	1020	91.45
2108	3/29/23	Employee Payroll	1020	395.07
DD1794	3/30/23	Employee Payroll	1020	50.85
DD1795	3/30/23	Employee Payroll	1020	100.05
DD1796	3/30/23	Employee Payroll	1020	94.98
DD1797	3/30/23	Employee Payroll	1020	2,271.80
2109	3/30/23	Employee Payroll	1020	91.08
	3/30/23	Employment Development Dept.	1020	1,129.73
	3/30/23	EFTPS	1020	4,891.93
2111	3/30/23	Redwood Empire Title Co. of Mendo Cnty	1020	3,754.00
Total				101,827.17