



REGULAR BOARD OF DIRECTORS MEETING
Remote Meeting
Wednesday, March 17, 2021
5:30 P.M.

MINUTES

1.0 CALL TO ORDER AND ROLL CALL

- Meeting called to order at 5:30pm
- Board members present: Leslie Bates, Barbara Burkey, Bob Bushansky, John Huff
- Angela Dominguez arrived at 5:33pm.

2.0 APPROVAL AND ADOPTION OF AGENDA

- The agenda was adopted adding 5.12 Personnel Committee to the agenda.
- M/S/C: Bates/Bushansky/Unanimous

3.0 PUBLIC PARTICIPATION-NON AGENDA ITEMS

- Sam Artas wanted to speak for the community pickle ball players and request a meeting with the re-opening committee to discuss development of the sport and explore venues for playing.
- John Birchard joined the meeting to advocate the local pickle ball community and currently they play at Bainbridge park with only two tennis courts. With growing popularity, the group is looking to find a place to add courts to play at.
- Gregory Menken, also with pickle ball group, wanted to reiterate the need for more locations to play pickleball as to not use up all the tennis courts for tennis players.

4.0 STAFF REPORTS:

4.1 Maintenance Report

- Paul Kelley gave his report.

4.2 Recreation Programs Report

- Sonya Shaffer gave her report. Bushansky asked why FBUSD would not let the District use the fields. It was answered that they do not have the space and they are only doing youth sports at this time.

4.3 Administration Report (Moneque Wooden and Carly Wells)

- There were no questions on the written portion of the report.
- Moneque wanted to add that she wanted to make the public very aware of recent developments at the Highway 20 property. On Monday, March 15, 2021, MCRPD staff were out on the property to let a PGE crew in to replace the pole. Staff found spray painted on the trees "Turn back or die." She wanted to make it clear that staff had been burdened with Hwy 20

maintenance and staff does not want any confrontation with the public trespassing on the property. The sheriff's department has been notified. The community, in the last decade, has lost at least two forest workers that were out doing their jobs. Wooden would like to put a regional park committee meeting. Bushansky asked if we have photos of the trees, Wooden replied yes. He added that maybe a photo of the spray paint be sent to the advocate news for a story. Wooden agreed.

5.0 OTHER REPORTS:

5.1 Friends of MCRPD

- None.

5.2 South Coast

- Bates reported that RCRC is in the process of hiring an architect to draw up plans for the pavilion. The petanque court is getting a lot of use and the potential for lessons has been brought up. Fundraisers have been discussed including a circus group that would be interested in having a show there and RCRC would receive a portion of the money at the gate.

5.3 MECCA

- None.

5.4 Mendocino Coast Botanical Gardens

- Burkey reported that there has been the question of whether to allow events to sublet the property. The agreement between the gardens and MCRPD will need to be reviewed.

5.5 Facilities Review Committee

- None.

5.6 Regional Park Committee

- None.

5.7 District Services Committee

- None.

5.8 Finance Committee

- Bushansky reported that there was not much to say. The only revenue for the District comes from the Kudos and Assets admin fee. Staff expenses and other costs are allocated between MCRPD and CVSCC.

5.9 Ad Hoc Facilities and Programs Re-opening committee

- None.

5.10 Ad Hoc Transfer Station Committee

- Huff reported that him and Dominguez did meet with SWOW representatives at the property and asked them to bring a more complete and detailed proposal to the full board.

5.11 Board of Directors

- None.

5.12 Personnel Committee

- Huff reported that the committee had met and the action items are later down the agenda.

6.0 INFORMATIONAL ITEM

6.1 Presentation from Lawrence Turner of the Mendocino Land Trust about possibilities for the Regional Park Property

- Larry Turner gave a background of the Mendocino Land Trust. A conservation easement would be a permanent agreement between the MLT and MCRPD. He provided an analogy for the attendees to better understand what an easement consists of. MLT specializes in conservation easements. This type of easement must be through a land trust or federal entity. Mendocino Land Trust does not do patrols, maintain, or do clean-ups on properties or develop them.
- Bushansky asked if there would be any opportunity in entering a conservation easement. Turner answered that yes there are ways to find easement opportunities. There are open air easements as well as recreation easements that are also available.

7.0 DISCUSSION/ACTION ITEMS

7.1 MCRPD FY2020/2021 Midyear Budget Review

- The midyear budget was reviewed
- A motion was made to approve the MCRPD FY2020/2021 Midyear Budget Review.
- MS/C: Bates/Huff/Unanimous
- Yayas: Bates, Burkey, Bushansky, Dominguez, Huff

7.2 Employee Driving for District Purposes Policy

- Carly Wells went over the policy
- Huff asked if the District was part of the DMV driving pool and how many passengers the van was.
- A motion was made
- M/S/C: Bushansky/Bates/Unanimous
- Yayas: Bushansky/Bates/Burkey/Dominguez/Huff

7.3 ATV/UTV/ROV Use Policy

- Carly Wells gave an overview of the policy. It is very similar to the Employee Driving for District Purposes Policy with the addition of safety equipment when warranted.
- Huff said the part about wearing seatbelts if available should come off. He also said there should be a speed limit for Personal Protective Equipment to be a little more specific. He recommended 5 miles per hour.
- Burkey noted a few typos that will be corrected
- A motion was made to approve the ATV/UTV/ROV Use Policy.
- M/S/C: Bushansky/Huff/Unanimous

7.4 Maintenance Supervisor Job Description

- Moneque gave an overview of the changes to the job description.
- A motion was made to approve the updated Maintenance Supervisor Job Description.
- M/S/C: Bushansky/Bates/Unanimous

7.5 Maintenance Coordinator Job Description

- Moneque gave an overview of the changes to the job description.

- A motion was made to approve the updated Maintenance Coordinator Job Description.
 - M/S/C: Bushansky/Huff/Unanimous
- 7.6 Maintenance Worker Job Description
- Moneque gave an overview of the changes to the job description.
 - A motion was made to approve the updated Maintenance Worker Job Description.
 - M/S/C: Bushansky/Huff/Unanimous
- 7.7 Review Kudos Instructor Apprentice Job Description
- Moneque gave an overview of the changes to the job description.
 - A motion was made to approve the Kudos Instructor Apprentice Job Description.
 - M/S/C: Bushansky/Dominguez/Unanimous
- 7.8 Resolution 21-02 Employee Salary Schedule
- Moneque Wooden gave an overview of the salary schedule. She wanted to note that the 2022 calendar year should list \$62,720 as the minimum salary.
 - A motion was made to approve Resolution 21-02 Employee Salary Schedule with the changes mentioned above.
 - M/S/C: Bushansky/Bates/Unanimous

8.0 CONSENT CALENDAR

All items under the consent calendar will be acted upon in one motion unless a board member requests that an individual item be taken up under DISCUSSION/ACTION

8.1 Approval of minutes for board meetings and standing committees: 02-17-2021 Finance Committee Meeting Minutes; 02-17-2020 Regular Board of Directors Meeting Minutes; 03-09-21 Personnel Committee Meeting Minutes

8.2 Approval of financial documents, as recommended by the Finance Committee: MCRPD Financial Statement January 2021; CVSCC Financial Statement January 2021; MCRPD Check Register January 2021; CVSCC Check Register January 2021

- Huff said on page 53 of the packet the minutes should 5.10 should say Community Forest and not Community Garden and item 6.3, third bullet point regarding Westamerica was Doug Provencher belief and not his own.
- A motion was made to approve all items on the consent calendar.
- M/S/C: Bushansky/Bates/Unanimous

9.0 ADJOURNMENT

- Meeting adjourned at 6:51pm.