



REGULAR BOARD OF DIRECTORS MEETING
Mendocino Coast Recreation and Park District
401 North Harbor Drive Fort Bragg, CA 95437
Wednesday, March 20, 2024
5:30 P.M.

MINUTES

1.0 CALL TO ORDER

- 5:30 P.M.
- Present is Barbara Burkey, Dave Shpak, John Huff, Craig Comen, Angela Dominguez, Kylie Felicich,
- Employees present Jennifer Saunders, Holly Ugulano, Nizz Badgett
- Public present Tessie Branscomb, Sherrie Lyons, Bob Rodriguez

2.0 APPROVAL AND ADOPTION OF AGENDA

- John Huff asked that Consent Calendar be voted on individually. Huff Motioned, Craig Comen seconded this change to agenda.
- Ayes: Burkey, Shpak, Huff, Comen and Dominguez

3.0 PUBLIC PARTICIPATION, NON-AGENDA ITEMS

- None

4.0 STAFF REPORTS:

4.1 District Manager Report (Kylie Felicich)

- Felicich noted that Legal RFP had been amended to allow for hourly rates as well as retainer rates.
- Felicich added Cornhole had been canceled due to issues with the grounds
- Felicich Added the Whale Run and MCRPD had participated with a water booth
- Felicich added that part time admin had been hired to support document improvements, board packets. Second admin hired for data entry and filing support 5-10 hours a week
- Next meeting will include a planning session for the Per Capita Grant and would be nice to have remote link for the public. Perhaps the District can borrow an OWL from another organization.

4.2 District Recreation Supervisor Report (Jennifer Saunders)

5.0 OTHER REPORTS:

5.1 Friends of MCRPD

- Dominguez updated that upcoming meeting on 3/25, Friends of gave 8 ½ off scholarships for Manchester Softball and 15 half off scholarships for Hoopstars

5.2 South Coast

- Shpak updated board on the prospect of MCRPD taking on an operational agreement for Bower Park. First conversation had taken place and likely one year before the project could move forward

5.3 Mendocino Coast Botanical Gardens

- Burkey updated on board member team building, tour, lunch, workshops, non-

profit fundraising and succession planning

5.4 Personnel Committee

- None

5.5 District Services Committee

- None

5.6 Finance Committee

- Meeting same day, reserve fund discussions and allocating funds

5.7 Board of Directors

- Burkey asked for Calendar on website to be updated. Staff explained it was brand new item on website and still being constructed but would be a priority

5.8 Transition Committee

- None

6.0 DISCUSSION/ACTION

6.1 Brett Jones of JJACPA will present the Fiscal Year 2021/2022 Audit via Teleconference

- Brett Jones present via Zoom. Reviewed the audit
- Shpak asked if the state controller's office had been notified, Brett said that the County has been notified.
- Bob Rodriguez asked for an updated org. chart
- Final note from Brett was that we were late for this audit.

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6.2 Remove Transition Committee from future agendas

- Shpak motioned, Huff Seconded
- Ayes: Burkey, Shpak, Comen, Huff, Dominguez

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6.3 Introduction of new staff members

- Nizz Badget on South Coast as Recreation Coordinator
- Holly Ugulano as part time admin in office
- Jamie Campione as part time admin for board matters, working remotely
- Noelle White for Recreation Leader

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6.4 Bower Park update and information

- Previously noted from Board Report on South Coast

6.5 2150 Reserve Policy

- Amendments made with adding District Personnel Reserve fund of \$250K
- Reserve policy will be reviewed at the end of every fiscal year and updated accordingly.
- Huff motioned to approve reserve as amended, Comen seconded.
- Ayes: Burkey, Shpak, Huff, Comen, Dominguez

6.6 Tres Familias Softball Field in Manchester

- Discussion for how to deal with general public use. Huff suggested contacting

CAPRI

- Huff motioned to approve Tres Familias Contract pending other waiver question pending CAPRI

6.7 Quote for Shed at Fort Bragg High School/Pavioni Field

- Board wants to look into a construction company building a shed
- Get a storage unit for Polaris

6.8 Aquathon fund allocation

- Felicich asked board to allocate excess funds raised to an Aquathon fund at California Class
- Dominguez Motioned, Comen seconded.
- Ayes: Burkey, Shpak, Comen, Dominguez, Huff

7.0 CONSENT CALENDAR

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

7.1 Approval of minutes for Regular Board Meeting Minutes, 1-17-2024

- Shpak motioned, Dominguez Seconded
- Ayes: Comen, Dominguez, Shpak
- Abstain: Burkey and Huff

7.2 Approval of Finance committee minutes from 2-21-2024

- Huff motioned, Dominguez Seconded
- Ayes: Burkey, Shpak, Huff, Comen, Dominguez

7.3 Approval of minutes from Regular meeting on 2-21-2024

- Huff Motioned, Dominguez seconded.
- Ayes: Burkey, Shpak, Huff, Dominguez
- Abstain: Comen

8.0 ADJOURNMENT 7:06 P.M.