



P.O. Box 532
Fort Bragg, CA 95437
707409-0760
info@mcrpd.us

REGULAR BOARD OF DIRECTORS MEETING
Mendocino Coast Recreation and Park District

[Coast Life Support District](#)
[38901 Ocean Dr. Gualala, CA 95445](#)

Wednesday, August 21st, 2024

5:30 P.M. REGULAR MEETING

Agenda - Amended

1.0 CALL TO ORDER

Call to order and roll call

2.0 APPROVAL AND ADOPTION OF AGENDA

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

3.0 PUBLIC PARTICIPATION, NON-AGENDA ITEMS

A maximum of 3 minutes is reserved for members of the public to address the Board on items not listed on the agenda and the total time for public input on a particular issue is limited to 20 minutes (Government Code 54954.3). The Board is prohibited from discussing or acting on matters not on the agenda but may briefly respond or ask a question for clarification (Government Code 54954.2).

4.0 STAFF REPORTS:

- 4.1 District Manager Report Kylie Felicich
- 4.2 District Recreation Supervisor Report Jennifer Saunders
- 4.3 District Business Manager Jamie Campione

5.0 OTHER REPORTS:

- 5.1 Friends of MCRPD
- 5.2 South Coast
- 5.3 Mendocino Coast Botanical Gardens
- 5.4 Personnel Committee
- 5.5 District Services Committee
- 5.6 Finance Committee
- 5.7 Board of Directors

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 (limit of 3 minutes per person per item). 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 Mendocino County update on Bower Park Restoration Project
- 6.2 Update on South Coast Programs
- 6.3 Update on all MCRPD programs
- 6.4 Review & consider procurement policy
- 6.5 Review & consider CV Starr Aquathon proposal
- 6.6 Review & consider MCRPD Logo re-branding
- 6.7 November 2024 election update

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 06/19/24
- 7.2 Approval of minutes for Finance Committee Meeting Minutes 06/19/24

8.0 ADJOURNMENT

Next MCRPD Regular Board of Directors Meeting will be held on September 18th, 2024, MCRPD District Office – 401 N Harbor Dr, 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 Kylie Felicich, District Manager, MCRPD, 401 North Harbor Drive, Fort Bragg, CA 95437 707-409-2760

PLEASE NOTE: District agendas are posted at least 72 hours in advance of Regular Board of Director's meetings at the District Office, 401 North Harbor Drive Fort Bragg, CA 95437 and at mendocoastrec.org. District agendas are emailed to individuals upon request at least 72 hours in advance of regular meetings. Written public comments can be submitted to the District prior to the meeting by emailing board-admin@mcrpd.us. Written comments received by email prior to 3 pm on the day of the meeting and any other supplemental materials will be forwarded to the Board prior to the meeting, made a part of the public record, and be available for public review at this [LINK](#)



Kylie Felicich – District Manager – MCRPD Staff Report

August 2024

It is hard to believe the things we have done since our last board meeting in June. In 2023, MCRPD did not participate in any parades. In 2024, we were in Mendocino, Point Arena and we have the Paul Bunyan parade coming up on Labor Day Weekend. The community has remarked on more than one occasion, the palpable difference in MCRPD presence on the coast.

I attended the CSDA conference for District Managers at the end of June. The value of this conference was priceless. It was a truly wonderful and educational experience that will benefit the District greatly. I was able to meet with California Class, Rick Wood, California Bank of Commerce and Umpqua Bank. Relationships are everything and relationships with our financial partners are key to our success. Both banks donated items for silent auction for the Ales tournament in August.

Jamie and I are working on a number system for our accounting processes. We met with Rick once in-person and once on Zoom. We will be preparing for our 23/24 audit to be done sometime in November. We continue to get more detailed and sophisticated for tracking and reporting purposes. The RFP for a grant writer went out today. We will have a proposal ready for the board at the September meeting. Meanwhile, we are applying for some smaller, local and corporate grants.

Tennis lessons for kids through high school began in July. This program has packed a punch and Instructor Seth Ferguson is incredible. We have 36 kids who went through in July and August. More kids are signed up for September. We have not had any response to the program in Point Arena. We are running ads again next week to promote this program. We really hope that Point Arena will try our program. We will keep trying.

July 13 and 14th we had a great event with RCRC. We had a free disc golf clinic in Gualala on the 13 and in Fort Bragg on the 14th. We had dozens of participants who received a disc set and T-shirt. The collaboration was awesome. The instructors were true professionals, and everyone got a lot of the events. We hope to have a Clinic with a south coast and Fort Bragg school this fall.

August has been the busiest month so far for our office. Jennifer did an outstanding job with Men's League which was not an easy task. We had playoffs August 5-7. It was a wonderful event, and we are proud of the good sportsmanship that we saw during the playoffs. The

goodwill carried over the Ales' Tournament which was VERY special. The Ale's family was truly the nice and most kind family we have ever met. It was a true pleasure and most importantly, they were very pleased. We will have financial updates on the event next month.

Tuesday, August 6th was Fort Bragg Police Department's National Night Out. Organizations from all over the Fort Bragg and Mendocino community came out to show their programs, plans and staff. It was such a lovely community event that we hope we can do something more often than once a year.

Gymnastics was bigger this summer than ever before! We had an outstanding instructor, Rana Adams, helping out Kassie. They had summer camps that sold out and were very popular. We hope Rana will come back in a few weeks for more classes. Kassie has directed an incredible program, and she has more and more ideas and plans. Noelle White will join Kassie this Fall as our second instructor. We run gymnastics 5 days a week.

Holly came on full time in July. Holly is an outstanding administrator who has mastered the registration database, classes and schedules. She creates professional and proper program binders that we treasure. Holly jumps in wherever she is needed, and she is putting together drop-in volleyball and 18+ Skate Night which is growing in popularity. Holly did a beautiful job with the booth for National Night out. Her desk is always hopping and never mundane. She juggles and multitasks beautifully. She is an excellent troubleshooter.

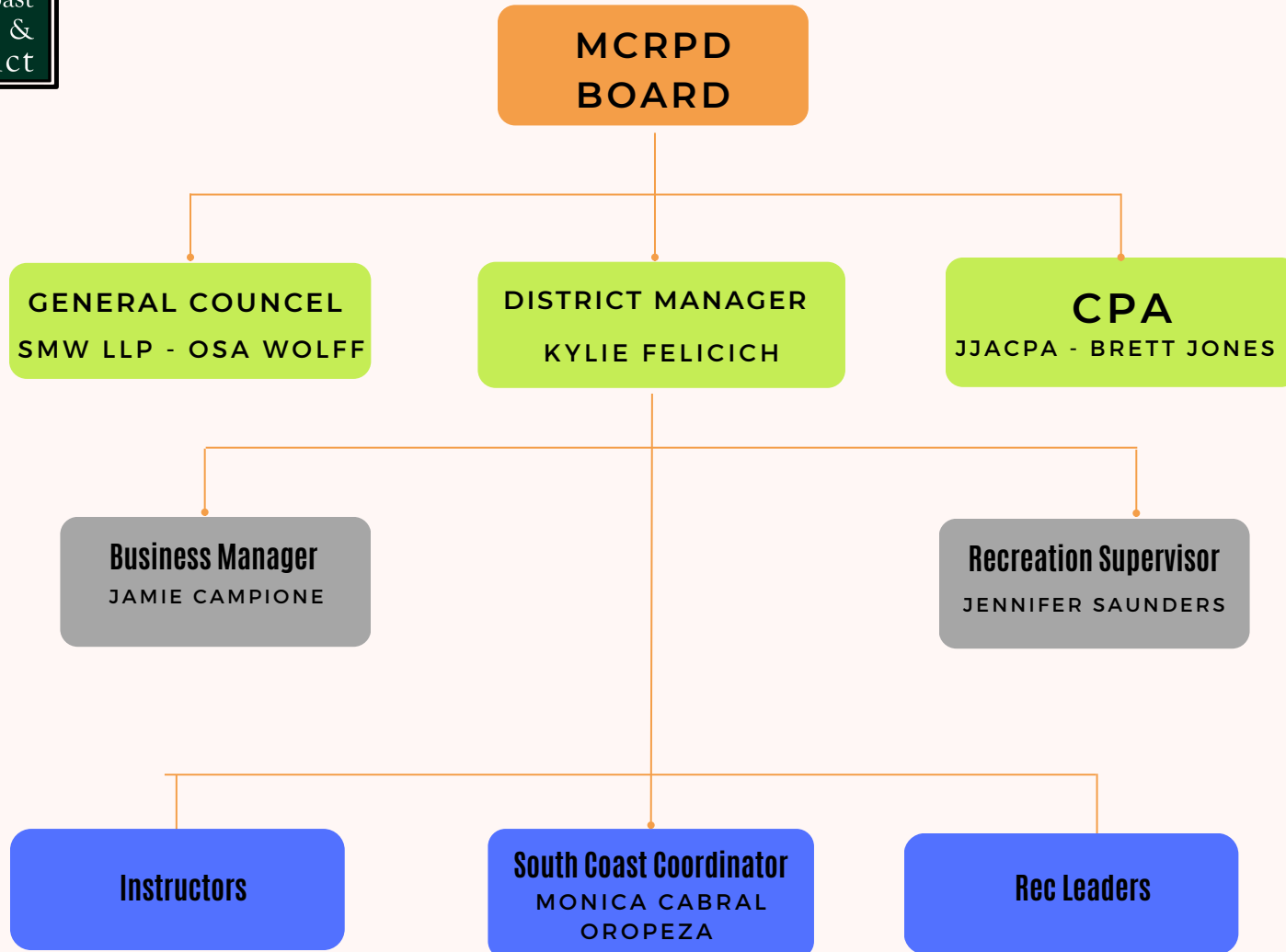
Jamie came full time in August, and you will see her report in this packet. It is important for me to express to the board how hard and how much the 4 of us are working. Jennifer clocked 128 hours last pay period, I was at 120, Holly and Jamie were well over 90. They never complain, we laugh a lot, and we all work very hard to get this District where we want it to go. We closed the office on Monday, August 12th to recover from the Ales' Tournament.

The South Coast had a very successful flag football program. We are very pleased with all of Monica's achievements and work. Monica also brought Skate Night to Point Arena twice in the last month. It is truly a huge success. We are working on a grant/donation to purchase skates and house them in storage in Manchester. As you will see in the board agenda, we will be discussing the South Coast in detail.

We are a growing District and here is the org. chart.



MENDOCINO COAST RECREATION & PARK DISTRICT

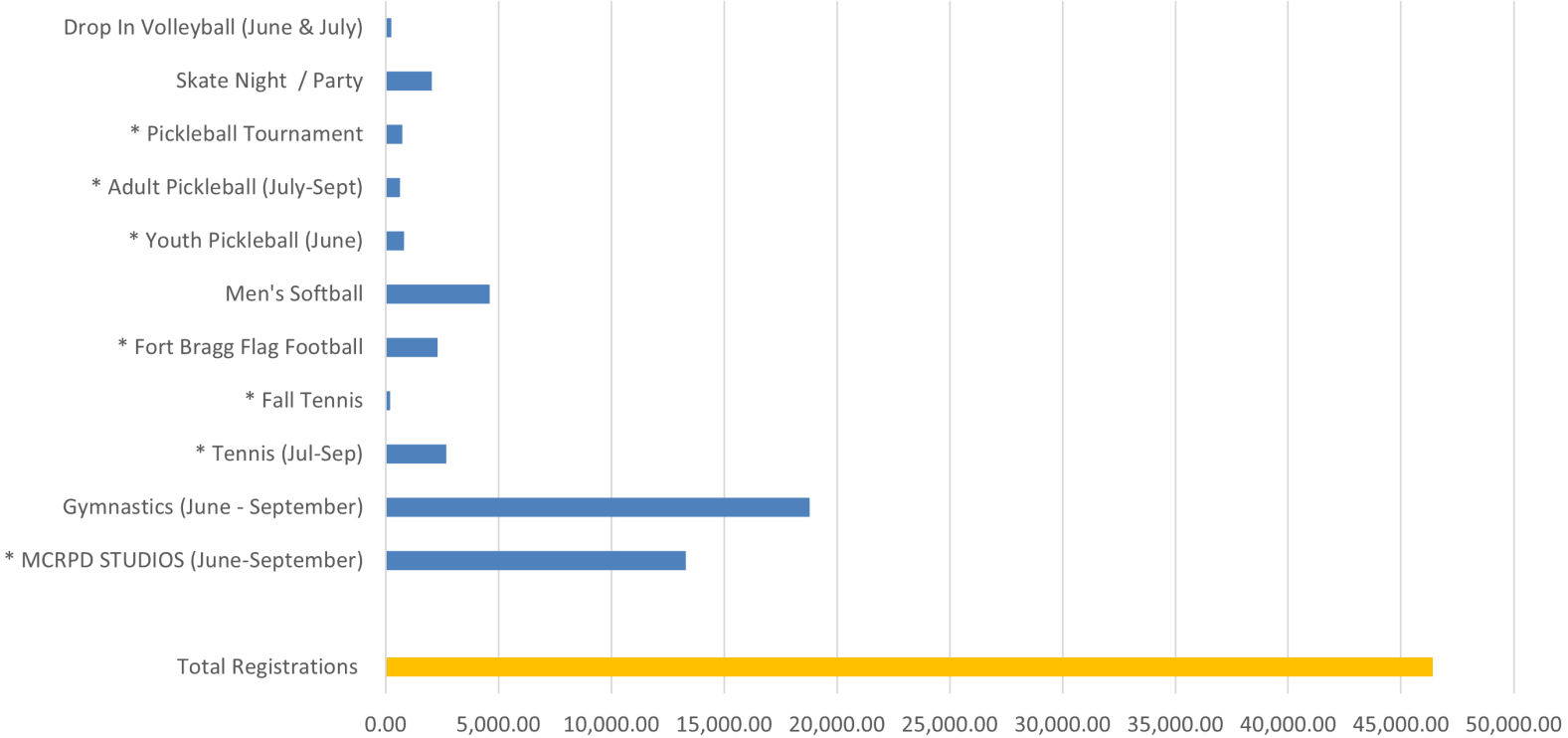


AUGUST 2024

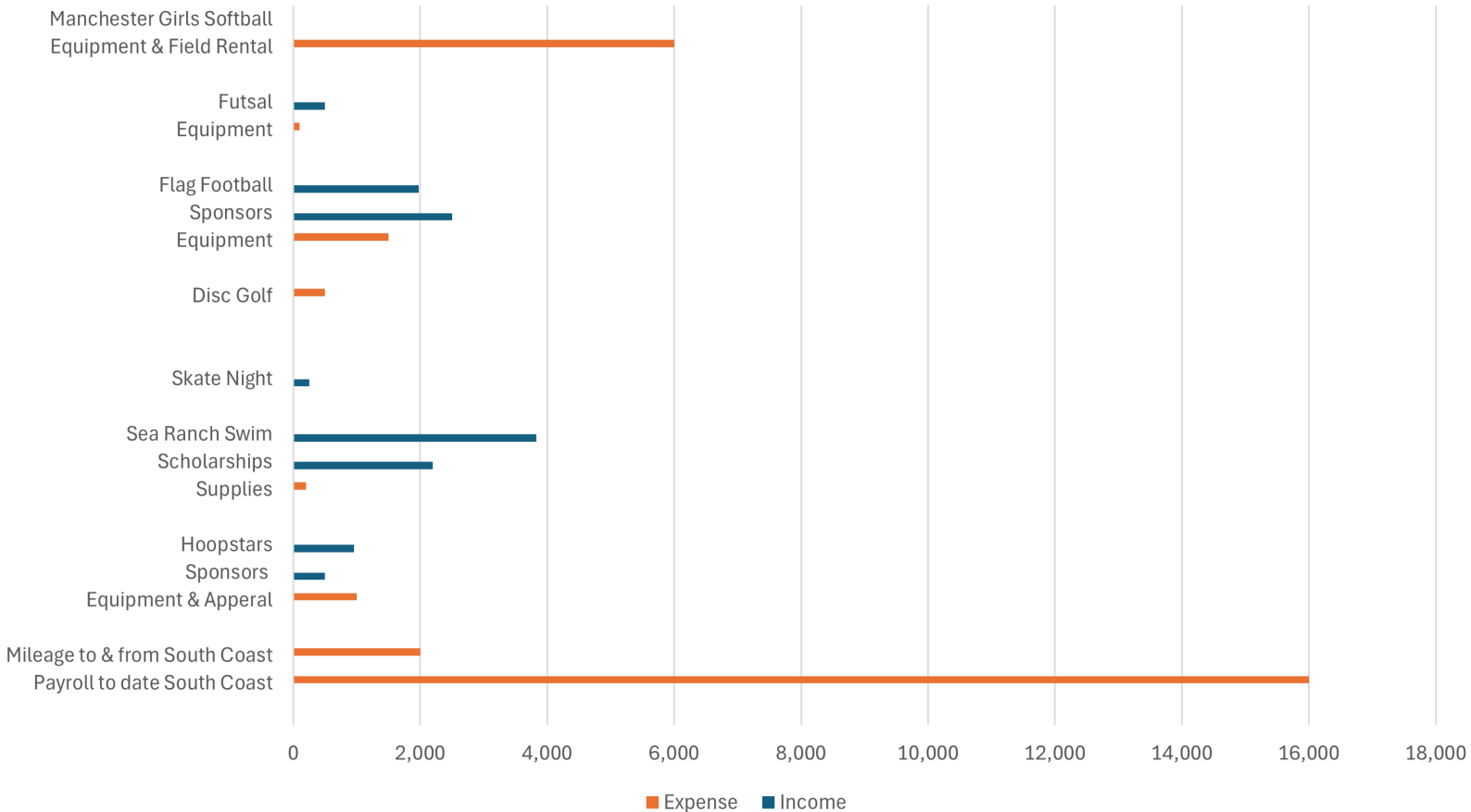


June - September MCRPD Programs & Activities

* New MCRPD Programs



MCRPD - South Coast Programs Revenue & Expenses





Jen Saunders - Staff Report - MCRPD Programing Update

August 2024

Flag Football- MCRPD was successful in organizing and fulfilling a great season of flag football-the first flag football introduction to kids here on the coast both in the north and the south! We had 4 amazing weekends of organized flag football where we had one-hour practices and one-hour games on the same day for 1st-8th graders. This is very exciting for all of our communities here on the coast as we bring safe, organized, and fun football to the youth!

Pickleball- MCRPD has been so successful bringing to the community the fastest growing sport in the world-we were able to successfully put on a three-week pickleball clinic with the goal of allowing participants to check out the sport. We were very successful with our first tourney where we saw players from all over the state! We are going to continue the programs with a possible league and more tournaments as well as looking at indoor options.

Julie- our pickleball lady, a PR coach, also looks to help get us going in the sports of badminton and table tennis which is very exciting!

Ales Tournament- The Ales tournament was a great success. My main goal was to preserve the "memorial" energy for the Ales women. We had 8 teams, two fields, awesome swag, great trophies, REOA officials, local food trucks, and very happy Ales family! We had good vibes, and everything went through successfully! It was the first time we had a team with women on it which was also very exciting and entertaining!



Jamie Campione - Staff Report - MCRPD Studio Update

August 2024

It's now been two months since MCRPD Studio opened its doors, and our Martial Arts and Fitness programs are thriving!

- **Taekwondo Program:** We've seen significant growth in our 5-9-year-old Taekwondo class, starting with just 3 kids and now boasting 11 participants.
- **Jiu Jitsu Program:** The Jiu Jitsu program remains solid, with new sign-ups for the current session, reflecting strong community interest.
- **Fitness Programs:** Local fitness enthusiasts are embracing the studio, and we're steadily gaining momentum in this area as well.

Community engagement is high, with daily inquiries and new registrations pouring in. We're finding our rhythm in marketing and building relationships, all while expanding the district's offerings. The future looks bright as we continue to grow and serve our community.



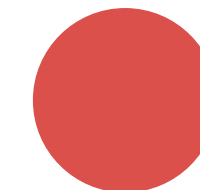
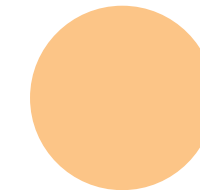
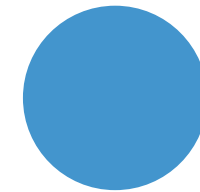
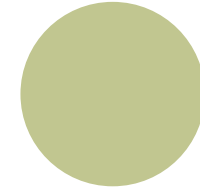
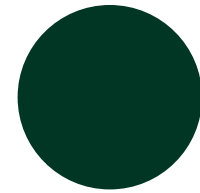
POLICY TITLE: Purchasing Policy

POLICY NUMBER: 2135

2135.1 To purchase small items — such as office supplies, auto parts, and other miscellaneous items costing less than \$2,500— vendors will be asked to submit pricing information digitally, by telephone or written quotation. District accounts are then awarded to those firms that provide the best price, discount, service, etc. Price must be known before purchase. The District Manager has the authority to make these purchases within the approved budget.

2135.2 To purchase items costing more than \$2,500 and up to \$20,000, quotations will be solicited from vendors and received digitally, telephone or written quotation. Quotations will be solicited from at least two sources before selecting a supplier and processing a purchase order. The District Manager has the authority to make these purchases within the approved budget.

2135.3 For items over \$20,000 and/ or items not included in the District budget, District Manager will require board approval.

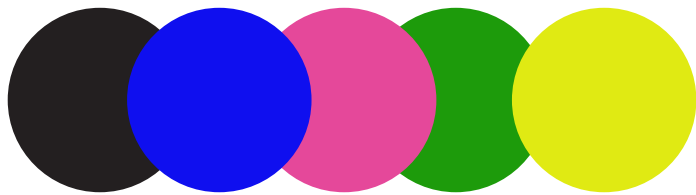


BRAGG
DOON *A*

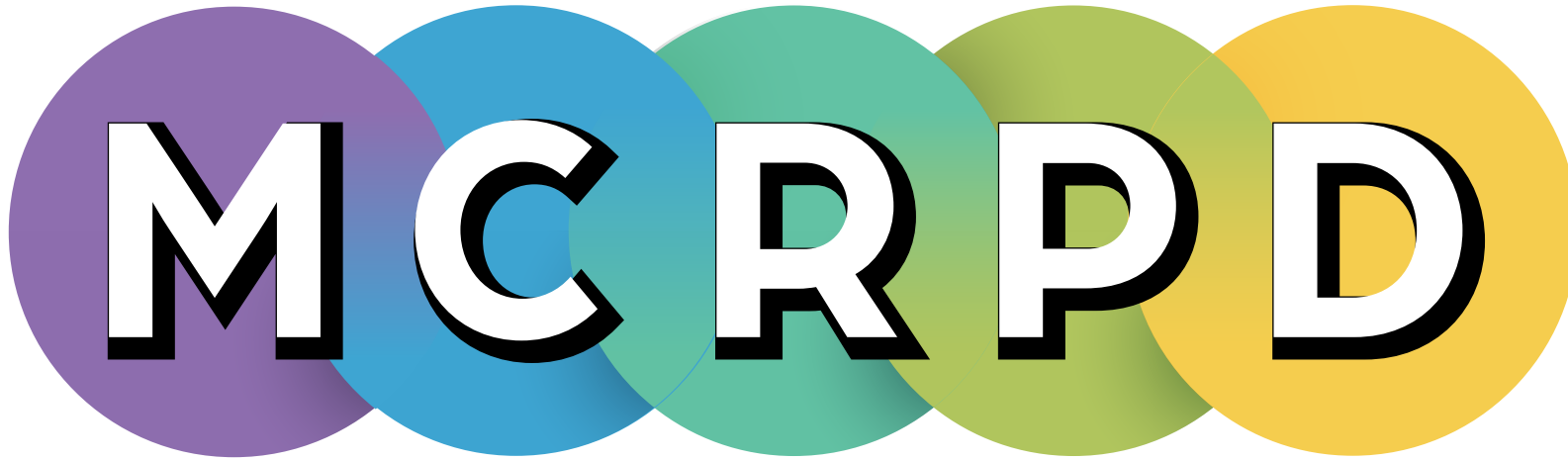




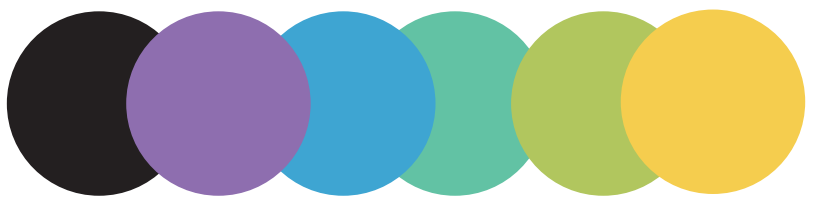
MENDOCINO COAST RECREATION PARKS DISTRICT



MCRPD / LOGO CONCEPT 1



MENDOCINO COAST RECREATION PARKS DISTRICT







P.O. Box 532
Fort Bragg, CA 95437
707409-0760
info@mcrpd.us

SPECIAL & REGULAR BOARD OF DIRECTORS MEETING
Mendocino Coast Recreation and Park District
Manchester Elementary School (Rm 4)
19550 S Highway 1, Manchester, CA 95459

Wednesday, June 19th, 2024

4:30 P.M. SPECIAL MEETING

5:30 P.M. REGULAR MEETING

MINUTES

4:30 P.M. SPECIAL MEETING AGENDA

MINUTES

1.0 CALL TO ORDER – 4:30PM

Call to order and roll call - Barbara Burkery, Dave Shpak, Angela Dominguez, Kylie Felicich, Jamie Campione, John Huff- Late, ABSENT CRAIG COMEN, Stephanie Hurara joins.

2.0 Tour of Manchester School: starting at Classroom 4 and continuing at various locations at the property

- Stephanie gives us the history and transformation of the Manchester Elementary School, which is no dual language, fixing the harm from the past, building trust with community, recruited teacher from Chile, Updated the lunch program, now offering culinary classes, and garden instruction. Now have a before and after school program and a summer program
- Adjourn – 5:25PM

5:30 P.M. REGULAR MEETING AGENDA

1.0 CALL TO ORDER

Call to order and roll call - 5:30PM – Barbara Burkey, John Huff, Angela Dominguez, Dave Shpak, Absent Craig Comen – Public & staff: Kylie Felicich, Jamie Campione, Rick Wood, and Brett Jones Via Zoom

2.0 APPROVAL AND ADOPTION OF AGENDA

Items to be removed from or changes to the agenda should be done at this time – Move to approve Andela Dominguez, All in favor

3.0 PUBLIC PARTICIPATION, NON-AGENDA ITEMS

A maximum of 3 minutes is reserved for members of the public to address the Board on items not listed on the agenda and the total time for public input on a particular issue is limited to 20 minutes (Government Code 54954.3). The Board is prohibited from discussing or acting on matters not on the agenda but may briefly respond or ask a question for clarification (Government Code 54954.2). – No public Comments

4.0 STAFF REPORTS:

4.1 District Manager Report Kylie Felicich – Hard working committed staff, Cheer Clinic happening next

- week, Rossi is our studio floor sponsor, Nizz is done in August,
- 4.2 District Recreation Supervisor Report Jennifer Saunders
 - 4.3 District Recreation Coordinator Nizz Badgett / Monica Cabral Oropeza
 - 4.4 District Administrators Jamie Campione & Holly Ugulano

5.0 OTHER REPORTS:

- 5.1 Friends of MCRPD – Focus on Gymnastics, Hoopstars, Youth basketball & Martial Arts.
- 5.2 South Coast – Great BBQ w/ RCRC winning trust with Sea Ranch, Parade on the 4th of July
- 5.3 Mendocino Coast Botanical Gardens – All good- Nothing to report
- 5.4 Personnel Committee – Everything to report is included in packet
- 5.5 District Services Committee – In packet
- 5.6 Finance Committee - In packet
- 5.7 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 (limit of 3 minutes per person per item). 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 Review & consider 22/23 Audit – Brett Jones reports no concerns. DS notices error in formula that Brett will amend. District has paid all debts and walked away with no profit from the sale of the HWY 20 property. Kylie will amend MDMA & final draft
- 6.2 Review & consider MCRPD Budget – DS notices formula error that will be amended in the budget summary. It is noted that marketing is rolled up into operations expenses. Staff will make updates. – DS moves to adopt w/ 2 changes per capita and formal change, AD seconds – all in favor.
- 6.3 Review & consider job title & salary schedule- District Manager is a step one with no change, BB thinks the schedule and all the rates are competitive. All across the board there was a 4% increase. Non exempt went up one step to stay in compliance with the state of CA. DS says make sure job descriptions allow for provisions to hire at higher rates for special guests. – Approve salary schedule based on pulling out the rec official. DS moves to adopt, JH seconds – all in favor.
- 6.4 Introduction to South Coast Rec Coordinator Monica Cabral Oropeza – Monica make introduction of herself and notes that she is very involved in south coast sports and community. She also started her own youth basketball league. She is organizing a kids night out and already has 8 sponsors.
- 6.5 Consider adoption of **Resolution No. 24-04** authorizing an agreement with Umpqua Bank for District participation in a Purchasing Card program with an authorized credit limit of \$30,000 rather than the \$10,000 limit previously approved by the Board. – JH motions, AD seconds, - All in favor
- 6.6 Consider adoption of **Resolution No. 24-03** authorizing the pass-through of the District’s \$177,952 Per Capita State Grant Fund Allocation under the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018 to the County of Mendocino for its use as part of its Bower Park Restoration project. County will handle all renovations and manage project. Ds moves to adopt with update on amount of funds to be sent to County. 177,952
- 6.7 Consider MCRPD Logo re-branding – BB is in favor that we need an updated look. – board unanimously approves logo re design project.
- 6.8 November 2024 election – positions have been posted online 2- 2 year terms and 2 4year terms.
- 6.9 District Services Grant – Staff recommendations & board vote – District Manager will send letter to those not selected and those that have been selected

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 04/17/24
 - 7.2 Approval of minutes for Regular Board Meeting Minutes 05/15/24
 - 7.3 Approval of minutes for Finance Committee Meeting Minutes 05/15/24
 - 7.4 Approval of minutes for Personnel Committee Meeting Minutes 06/12/24
- AD motions to approve DS, seconds, JH abstains.

8.0 ADJOURNMENT- 7: 19PM

Next MCRPD Regular Board of Directors Meeting will be held on August 21st, 2024, MCRPD District Office – 401 N Harbor Dr, Fort Bragg CA 95437

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 Kylie Felicich, District Manager, MCRPD, 401 North Harbor Drive, Fort Bragg, CA 95437 707-409-2760

PLEASE NOTE: District agendas are posted at least 72 hours in advance of Regular Board of Director's meetings at the District Office, 401 North Harbor Drive Fort Bragg, CA 95437 and at mendocoastrec.org. District agendas are emailed to individuals upon request at least 72 hours in advance of regular meetings. Written public comments can be submitted to the District prior to the meeting by emailing board-admin@mcrpd.us. Written comments received by email prior to 3 pm on the day of the meeting and any other supplemental materials will be forwarded to the Board prior to the meeting, made a part of the public record, and be available for public review at this [LINK](#)



FINANCE COMMITTEE MEETING
Manchester Elementary School
19550 California 1
Classroom 4
Manchester, CA 95459
Wednesday, June 19, 2024
4:00 P.M.

AGENDA - MINUTES

1.0. CALL TO ORDER

Call to order and roll call 4:01 PM - Barbara Burkey, Dave Shpak, Kylie Felicich & Jamie Campione, Rick Wood Via Zoom.

2.0 PUBLIC PARTICIPATION-NON-AGENDA ITEMS

A maximum of 3 minutes is reserved for members of the public to address the Board on items not listed on the agenda and the total time for public input on a particular issue is limited to 20 minutes (Government Code 54954.3). The Board is prohibited from discussing or acting on matters not on the agenda but may briefly respond or ask a question for clarification (Government Code 54954.2).

3.0 INFORMATION/DISCUSSION

3.1 Review budget with Rick Wood (teleconference)

- New clean audit, moving forward feels confident we are always trying to do better and has no questions.
 - Budget - moving to a new structure to track cost components for each program.
 - Cost accounting set up in future, roll into consolidated format for public. don't change budget- keep track of variances. Will do quarterly reviews, change budget next year when we know variances. check total operating variance per capita grant 50% may reduce
 - view shifting from breaking even, want to build cash flow by re-investing
 - we want to bust up restricted and unrestricted into reserves with reasonably costing activities for our community.
- track district cost for grant work though pass through budget to reflect donation.

4.0 ADJOURNMENT - 4:29PM

NOTICE TO THE PUBLIC

All disabled persons requesting disability related modifications for accommodations including auxiliary aids or service may make such a request in order 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: At least 48 hours in advance of standing committee meetings, agendas are posted at the District Office, C. V. Starr Community Center, 300 South Lincoln Street, Fort Bragg, California and at mendoc Coastrec.org; and emailed to individuals

upon request and to the Fort Bragg Advocate and Mendocino Beacon.