## REGULAR BOARD OF DIRECTORS MEETING



**Mendocino Coast Recreation and Park District**

[MCRPD DISTRICT OFFICE](https://www.mendocoastrec.org/board-meetings)

[401 N Harbor Drive, Fort Bragg CA 95437](https://www.mendocoastrec.org/board-meetings)

**Wednesday, October 16, 2024**

P.O. Box 532 Fort Bragg, CA 95437

707409-0760

info@mcrpd.us

**5:00 P.M. REGULAR MEETING - MINUTES**

## CALL TO ORDER

Call to order and roll call

*Meeting called to order at 5:30PM*

*Present: Barbar Burkey, Dave Shpak, Craig Comen, Angel Dominguez*

*Absent: John Huff*

*Staff: Kylie Felicich, Jamie Campione, Jen Saunders*

*Public: Sherri Spires*

## APPROVAL AND ADOPTION OF AGENDA

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

*Dave Shpak moves to approve agenda, Craig Comen Seconds, - All in favor to approve agenda.*

## 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 comment on no agenda items*

## STAFF REPORTS:

* 1. District Manager Report Kylie Felicich, page 1-2
  2. District Recreation Supervisor Report Jennifer Saunders, page 3-4
  3. District Business Manager Jamie Campione, page 5

*Staff comments on their reports. See reports.*

## OTHER REPORTS:

* 1. Friends of MCRPD – *Angela reports in scholarship awards and possible future donations*

*for scholarships.*

* 1. South Coast – *Dave reports on updates from South Coast*
  2. Mendocino Coast Botanical Gardens – *Barbara reports on updates from the Gardens*
  3. Personnel Committee – *No meeting*
  4. District Services Committee – *No meeting*
  5. Finance Committee – *No meeting*
  6. Board of Directors – *No meeting*

## DISCUSSION / ACTION

## Staff update on all Fall Programs – Pages 6-8

## *The board discusses flyers, and other advertising possibilities for further outreach.*

## Staff update and discussion of Coast Youth Basketball League – Pages 9-10

*Rec supervisors updated the board on this year’s basketball program. NBA partnership,*

*and new age groups.*

## Review and discuss draft lease for 100 N. Main St. in Fort Bragg for prospective business office & gymnastics studio – Pages 11-17

## *Board discusses proposed lease for new rental and considers proposed changes.*

## *Angela Dominguez motioned to approve signing the lease with proposed changes.*

## *Craig Comen seconds, and board votes all in favor*

## Review and consider updated and refined Professional Services Agreement with Interwest Consulting Group – Pages 18-32

*The board discusses amendments made to Interwest agreement – The District will spend nothing until the board votes to move forward in pursuit of a grant that Interwest will*

*apply for on behalf of the District. Dave Shpak motions to approve the District signing agreement with Interwest. Craig Comen seconds. Board votes all in favor.*

## Review and consider MCRPD’s Records Retention Policy – Pages 33-42

## *The board considers policy, Angela Dominguez motions to approve Records*

## *retention policy for use. Criag Comen seconds, Board votes all in favor.*

## Consideration of LAFCO Municipal Service Review and authorization for General Manager to request review in 2025 at cost to MCRPD of up to $25,000

## *The board discusses the last time MSR was done which was in 2008. Board agrees it’s*

## *time for a review. Dave Shpak motions that District should enter into conversations with*

## *Lafco and county officials about the possibility of having MSR done. Craig Comen seconds, board votes all in favor.*

## 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

* 1. Approval of Regular Board Meeting Minutes 09/18/24, - Page 43-47
  2. Approval of Finance Committee Meeting Minutes 09/18/24, Page 48- 49

*Criag Comen motions to approve calendar, Dave Shpak seconds, VOTES: YES- Barbara Burkey, Dave Shpak, Craig Comen. Abstain – Angela Dominguez*

1. **CLOSED SESSION**
   1. Open session identification of close session items
   2. Receive any public comment about closed session item

CONFERENCE WITH LABOR NEGOTIATORS: Pursuant to Government Code Section 54957.6, conference with the District's designated representative, Board Chair, Barbara Burkey, to review the District’s position and instruct the District’s designated representative regarding negotiation of salary

and compensation paid in the form of fringe benefits for the Interim District Manager, an unrepresented employee.

8.3 Open session report re: closed session (if required by Brown Act)

## 9.0 ADJOURNMENT

Next MCRPD Regular Board of Directors Meeting will be held on

November 20, 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 707-409-0760

*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](mailto:board-admin@mcrpd.us). Written comments received by email prior to 3 P.M. 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](https://www.mendocoastrec.org/2024-10-16-board-meeting)