

**MINUTES
REGULAR MEETING OF THE
MONTE RIO RECREATION AND PARK DISTRICT
BOARD OF DIRECTORS**

**Monday, June 13, 2016, at 6:00 pm
Monte Rio Community Center
20488 Hwy 116, Monte Rio, CA 95462**

1. **Call to Order** – The meeting was called to order at 6:00 pm by Board Chair Steve Baxman.
2. **Roll Call and Approval of Agenda and Minutes from Previous Meeting**
Present: Board members Steve Baxman, Cathy LaPlante, Korie Shokmalli, Jean Sasso, Chuck Ramsey and Administrator Sherry Pimsler.

Motion made by Cathy LaPlante and seconded by Korie Shokmalli to approve the meeting's agenda and minutes of May 9, 2016. All in favor.

3. **Public Comment** –
 - A. Jeanette Dillman of Guerneville requested that the Board cast a vote for Rich Holmer in the Local Agency Formation Commission (LAFCO) Special District Representative Class II Regular Member election.
 - B. Zelda Michaels of Monte Rio requested that the portable toilets be relocated to another area during next year's Monte Rio Triathlon. This year, they were placed right outside her bedroom window. She also would like to see No Parking signs placed along that portion of the driveway during events, as attendees are disruptive getting into their cars late at night. In addition, she noted that the restroom arrow on the new entry sign to the Community Center points toward her gate, rather than straight ahead to the public restrooms.
4. **Old Business** - None
5. **New Business** –
 - A. Preliminary Budget for the 2016/2017 Fiscal Year: Sherry Pimsler introduced a Preliminary Budget of \$290,000 (attached to Resolution 000402). The County no longer requires submittal of a Preliminary Budget or Appropriations Limit, but Special Districts are still required to submit them for Board approval according to the State of California Resources Code. An Appropriations Limit will be submitted next month and Board approval will be sought in August for a Final Budget to go to the County.
6. **Reports & Information**
 - A. **Board Reports** –
 - o Cathy LaPlante reported on the Creekside Park dedication of a memorial stone in memory of Robert Greene, former Principal/Superintendent of the Monte Rio Unified School District. Including Cathy, speakers were current and former Principals/Superintendents Jennifer Schwinn and Jane McDonough, and Brad Rickard of the Alumni Association. About 60 people were in attendance. Cathy thanked Sherry for organizing the event.
 - B. **Staff Reports** –
 - o Sherry reported that the District had been previously assigned a secure email address by the Department of Justice for the purpose of receiving fingerprint results. She has gone through the process of becoming a Custodian of Record and the mailbox has been re-established.
 - o The recent audit of FY 13/14 and 14/15 uncovered an outstanding balance in the Creekside Park Project Fund of over \$1,000 for County administration fees. The County subsequently adjusted the balance to zero and Steve Baxman sent a letter requesting that the account be closed out.
 - o To assure transparency, an independent CPA will be engaged to assist in responding to the Auditor's findings in the FY 13/14 and 14/15 audits.
 - o Sherry reported that the Boat Shack made \$6,000 on Memorial Day weekend and the Snack Shack made \$1,741. This season is going well.

- Board member Chuck Ramsey was thanked for mentioning the District's upcoming events in his Gazette column.
- Sherry will also poll Board members about the preferred way to receive training via webinar.
- C. **Independent Contractor Reports** - None. This category will be removed.
- D. **Budget Committee** –
 - Cathy reported that the Committee reviewed the Monte Rio Chamber of Commerce's proposals for cost sharing of the 2016 Independence Day event. As President of the Chamber, MRRPD Board and Committee member Chuck Ramsey recused himself and Steve Baxman sat in for him. The Committee recommended (and Board approved) the District taking on an additional \$1,700 of the costs customarily shared by the two agencies, with the exception of splitting the vendor fees, since the District manages everything, including administration of contracts and insurance, gate opening and set-up. Cost-sharing adjustments include:
 - Port-a-potties: MRRPD to pay 50% of 8 port-a-potties (total cost \$1400) - \$700.
 - Security: MRRPD to pay 50% (total cost \$800) – \$400.
 - Big Rocky Games prizes and ribbons: MRRPD to pay 50% (\$900) – \$450.
 - MRRPD to pay 50% for rental of large dumpster – approx. \$1000 – and 50% of staff time to perform beach cleanup the following morning – approx. \$620 additional.
 - Canoe lockup at end of event - \$100 (\$50 additional)
 - Event Insurance will remain status quo.

The 2017 Independence Day MOU will remain on the Budget Committee agenda for discussion and recommendation until they can review a final P&L from 2016.
- E. **Facilities/Grant Committee** –
 - Interim Events Coordinator Jean Marquardt proposed the removal of some of the Independent Contractor fees on the facilities rental agreements, since they can be confusing to clients. She is researching similar agreements with other agencies and will return with a proposal for a more simplified fee schedule.
 - CuttyMuggs at Creekside proprietor Leah Standley attended. With assistance from Stephanie Grant of Praxis Architects, she is applying for a CRLP loan to fund an awning over the deck. The District will extend her lease agreement for another three years to help her qualify for the loan.
 - Leah introduced her friend Bradley Leach, who is interested in installing a skate ramp and repair shop in the old gym at Creekside Park. He agreed to return with a business plan.
- F. **Personnel Committee** - None
- G. **Marketing/Public Outreach Committee**
 - Webmaster David Defries attended to show the Committee highlights of Adobe Business Catalyst, a website tool that allows for easier user access in making calendar/content changes and posting agendas; and features marketing outreach tools, PayPal utilization, data collection and customer interchange. As a Beta test, David is offering this \$10,000 package to the District and Stewards of the Coast and Redwoods at no cost. The monthly support would be an additional \$143/month for the District, which the Committee recommends and has in their budget.
 - Leah Standley also attended the MPOC meeting. Cathy proposed purchasing a series of three summer ads to appear in the Gazette in July, August and September, with the first one featuring CuttyMuggs at Creekside Park.
- H. **CWA (Creekside Waste Authority)**
 - The CWA will meet on Monday, July 18th, at 6:00 pm.

7. Correspondence - None

8. Action Items –

- A. Resolution 000402 Approving the Preliminary Budget for the 2016/2017 Fiscal Year: The resolution was passed unanimously.

9. Review Monthly Accounts Payable – Including payroll, June expenses amounted to \$24,034.72.

10. Next Meeting is scheduled for Monday, July 11, 2016 at 6:00 pm.

11. Meeting adjournment – 7:00 pm.