

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

**Monday, November 14, 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, Jean Sasso, Korie Shokmalli, Chuck Ramsey and Administrator Sherry Pimsler; later joined by new Board member Marina McTaggart.

Motion made by Jean Sasso and seconded by Korie Shokmalli to approve the meeting's agenda and minutes of October 10, 2016. All in favor.

3. **Public Comment** – None

4. **Old Business** - None

5. **New Business** –

- A. Approval and Swearing-In of Marina McTaggart to Fill Vacant Seat on the Board: A motion was made by Korie Shokmalli and seconded by Chuck Ramsey to approve the Personnel Committee's recommendation to appoint Marina McTaggart to the vacant Board seat. The motion was approved unanimously by a roll call vote. She was subsequently sworn in by Sherry Pimsler and took her seat.
- B. Revised Bank Signatory Authorization for MRRPD Accounts: With the resignation of Cathy LaPlante and appointment of Marina McTaggart, it is necessary to revise the list of approved signatories for the District's bank accounts.
- C. Designation of New Creekside Wastewater Authority (CWA) representative: Jean Sasso has volunteered to serve as CWA representative to replace Cathy LaPlante.
- D. Revised Bank Signatory Authorization for CWA Account: Steve Baxman has agreed to be listed as an approved signatory on the CWA bank account, to replace Cathy LaPlante.

6. **Reports & Information**

A. **Board Reports** – None

B. **Staff Reports** –

- Auditor's FY 15/16 reports are due any day.
- This season's Beach revenue, including \$4,000 from Groupon) came to \$102,095.43.
- A Statement of Facts must be sent to the CA Secretary of State, along with notification to the County Clerk whenever there is a change in the Board roster.
- The Little Hoover Commission had a second meeting Oct. 27 to review tax increments for special districts; their report is due out by Spring 2017.
- A new Handbook section has been created in the Board members' binders; information will be added as time permits. Board members were asked to retain that section.
- Ethics training
- Jean Marquardt informed the Board that she has been meeting with Rhian Miller and Fran Levy to come up with programs for the community that will not cost the District.
 - Ping Pong to start in November
 - Yoga mornings- don't have a start date yet
 - Balance Class to start in January
 - I am trying to find a cooking class teacher
 - Tai Chi – we are looking for a teacher.

Once these programs are confirmed, she is considering a Post Office mailing at 17 cents per post card for January (about \$600 for Monte Rio, Guerneville, Jenner, Villa Grande). That would not include printing.

- C. **Budget Committee** – Chuck Ramsey reported on the Budget Committee’s meeting of November 1st.
 - o Jean Sasso kindly sat in as Cathy LaPlante’s replacement until committees are reassigned in January.
 - o Creekside utility costs were reviewed. Sherry is in conversation with Leah Standley of Cutty Muggs to bring her utility fee more into alignment with real costs.
 - o The Committee asked that CWA pay half the Creekside Comcast bills, since one of the two lines is for the septic system.
 - o The Beach brought in \$102,000 this season; Facilities Rentals has borne extra costs this year, although reservations are coming in at a good rate.
- D. **Facilities/Grant Committee** –
 - o The District has experienced a number of break-ins: a fire built in one of the Fish and Game bathrooms; a break-in through one of the amphitheater bathrooms through a skylight, causing damage to the sink; a break-in one of the classrooms at Creekside Park; and lock damage and damaged toilet at the F&G bathrooms.
 - o After the storm drain at the entrance to the Community Center overflowed, both the County and Caltrans were unsuccessfully contacted. Steve Baxman then reminded Maintenance that the drain was never completed and stops halfway across the parking lot. It was decided to cover the drain.
 - o Estimates will be gathered to re-paint the Amphitheater Playhouse.
 - o Septic at MRCC is to be pumped.
 - o Stephanie Felch and Sherry have finalized the Low Fish Flows protest letter, which will be mailed by before the deadline. Richard Holmer was very generous in sharing the Friends of Villa Grande letter. The SCWA is holding a public meeting on Thursday, November 17 at 6:00 pm.
 - o Stephanie looked into our five-year Beach use permit and discovered that the current five-year permit was approved in 2014 and is good until 2018, which will give the District time to put money aside for the \$15,000-\$20,000 cost. Agencies involved are Army Corps, F&G, Water Quality and PRMD. Doble Thomas will facilitate. Grading will take place this year (recommended yearly). Parmeter is to do the work). Wattles will also be placed; already ordered (\$1,000 ea).
 - o Carr’s Construction provided a revised estimate of \$30,000 for work on the Beach Meadow bathrooms to make them ADA compliant.
 - o 4th of July weekend: fireworks will take place on Monday, July 3rd; BBQ on Sat 1st; Rocky Games on Sun/Mon (confirming w/Chamber); Steve has already contacted pyro people.
 - o Leah Standley of Cutty Muggs is applying for a CRLP loan. The County has given an okay to proceed to next step. \$11,000 is planned for a cover over the deck, leaving \$2800 for gravel along the parking area in front.
 - o Discussion about the District’s next CRLP application for signage at Amphitheater.
 - o Creekside storm water tanks are already full; a pump malfunction is being addressed.
 - o The Riverside Meadow restroom renovation estimate has been revised at around \$30,000 (Carr’s); bathrooms will be unisex. (The former estimate was \$56,500 for two stalls in women’s.) The District is currently paying \$1,000/yr. for a seasonal ADA port-a-potty (6 mo).
 - o Next meeting Jan. 4th.
- E. **Personnel Committee** – The Committee met on November 1 to interview Marina McTaggart for the Board vacancy.
- F. **Marketing/Public Outreach Committee** –
 - o An MPOC meeting will be scheduled within the next couple of weeks.
- G. **CWA (Creekside Waste Authority)** – The Committee is still looking into a generator for the septic system at Creekside.

7. Correspondence - None

8. Action Items –

- A. Resolution 000408 Approving Signature Authority on Outside Bank Accounts for Monte Rio Recreation and Park District. The resolution was passed unanimously.
- B. Resolution 000409 Approving Signature Authority on Outside Bank Account for Creekside Wastewater Authority. The resolution was passed unanimously.

9. Review Monthly Accounts Payable – Including payroll, October expenses amounted to \$16,614.62.

10. Next Meeting – A potluck is scheduled for 5:30 pm on December 12, 2016. If a quorum is present, the meeting will be opened and closed. The next regular meeting is scheduled for January 9, 2016 at 6:00 pm.

11. Meeting adjournment – 6:45 pm.