

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

**Monday, January 9, 2017, 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, Marina McTaggart and Administrator Sherry Pimsler.

Motion made by Korie Shokmali and seconded by Jean Sasso to approve the meeting’s agenda and minutes of November 14, 2016. All in favor.

3. **Public Comment** – None

4. **Old Business** - None

5. **New Business** –

A. Nominations for 2017 Board Chair: Korie Shokmalli moved and Jean Sasso seconded nominating Steve Baxman as Board Chair and Jean Sasso as Vice Chair. No other nominations were made.

B. Reorganization of Standing Committees were agreed upon as follows:

- o Budget Chuck Ramsey and Marina McTaggart
- o Facilities & Grants Steve Baxman and Korie Shokmalli
- o Personnel Steve Baxman and Marina McTaggart
- o IMPOC Korie Shokmalli and Jean Sasso
- o Safety Steve Baxman & Jean Sasso

6. **Reports & Information**

A. **Board Reports** – None

B. **Staff Reports** –

- o Sherry announced that Board members had been signed up for individual webinars on Ethics. They will be receiving an email with further instructions. The training must take place before March 15.
- o Board members were also asked to return 2017 conflict of interest forms to Sherry.
- o Sherry requested that Board members review material that has been added to the “Handbook” section of their binders.
- o A thank you letter was received from Regional Parks for the District’s letter of support for their application for grant funding of a multi-use trail extending from Rio Nido to Duncans Mills. MRRPD made a \$1,500 commitment in the event that Regional Parks receives the grant.
- o The District also received thanks for its \$100 donation to Pole Mountain Fire Lookout and from the Monte Rio Chamber of Commerce for its donation of \$120 to the Christmas Basket program.
- o Board members agreed that keys to the MRRPD office should stay in the possession of Steve and Jean.
- o Sherry will work with the Personnel Committee to recommend an employee leave policy to the Board at the February meeting. An Employee Handbook is nearing completion and work on a Financial Policies Handbook will follow.

C. **Budget Committee** – Chuck Ramsey reported on the Budget Committee’s meeting of January 5th.

- o The Board of Supervisors will be asked to approve a biennial audit of the Creekside Wastewater Authority.
- o In December, the District received two tax distributions of \$38,184.92 and \$68,321.80.
- o A request was made to the County to transfer \$25,000 from the District’s Bank of America merchant account to its operating account (revenue from Facilities Rentals).

- The balance in the District's County Treasury account is \$189,074.88, \$50,000 of which is earmarked for CIP improvements, including ADA improvements to the Meadow restrooms.
 - Auditor Larry Bain submitted the District's State Controller's report.
 - A water leak at Creekside resulted in a \$600+ bill. A letter has been sent to Sweetwater asking for a reduction due to the undetected leak. (*Post-meeting note: Subsequent bill received for \$2,150.50; relief of \$895.35 was granted by Sweetwater.*)
 - A draft Financial Statement was received from auditor Larry Bain. Accountant Craig Collins is assisting with responses to the Findings.
 - The committee reviewed year-to-date expenses and Sherry was asked to come back with a comparison to last year's expenses. Approval of a budget amendment will be brought to the February Board meeting.
- D. Facilities/Grant Committee –**
- As of November, Cutty Muggs at Creekside Park has been paying \$700 monthly utility fees.
 - The committee agreed to move two items from the MPOC agenda to the Facilities Committee: Caltrans tourist-oriented directional signage and Sweetwater Springs' surplus property.
 - A survey and historical research of the above-mentioned Sweetwater property across from Creekside Park is in process. It will cost around \$5,000 to \$6,000 to determine if a public right-of-way still exists, in which case, it might not be necessary to purchase.
 - The District's Fish Flow letter will be re-submitted by February 24th.
 - Carr's Construction has submitted a revised estimate of \$29,000 for renovation of the Meadow restrooms to bring them into ADA compliance.
 - Leslie reported that essential repairs to the Beach boardwalk have been completed; locks have been repaired in the Fish and Wildlife restrooms (due to vandalism); and replacement of the front door to the Creekside gym, along with temporary access through the back, is being considered. The maintenance crew has cut back on hours.
 - Next meeting February 8th.
- E. Personnel Committee – None**
- F. Marketing/Public Outreach Committee –**
- Events Director Jean Marquardt reported that ten weddings have already been booked for next season.
 - Ping Pong Sundays are continuing.
 - A gentle yoga class has been added on Wednesday mornings at 9:30.
 - Now that new Board members have been assigned to MPOC, Jean would like to schedule a meeting. One agenda item will be how to involve the community in a District logo contest.
- G. CWA (Creekside Waste Authority) –** In light of auditing costs, the Committee is looking into other options for jointly operating the facility.

7. Correspondence - None

8. Action Items –

- A. Roll-Call Vote for Steve Baxman as Board Chair:
- Steve Baxman Aye
 - Jean Sasso Aye
 - Korie Shokmalli Aye
 - Chuck Ramsey Aye
 - Marina McTaggart Aye

9. Review Monthly Accounts Payable – Including payroll, December expenses amounted to \$18,245.20.

10. Next Meeting is scheduled for Monday, February 13th at 6:00 pm.

11. Meeting adjournment – 6:27 pm.