

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

**Monday, July 10, 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 Shokmalle, Chuck Ramsey and Marina McTaggart; Administrator Sherry Pimsler.

Motion made by Jean Sasso and seconded by Chuck Ramsey to approve the meeting's agenda and minutes of June 12, 2017. All approved.

3. **Public Comment** – None

4. **Old Business** - None

5. **New Business**

- A. Ordering an Election and Requesting Consolidation with the November 7, 2017 General District Election: Korie Shokmalli and Jean Sasso's terms will expire in 2017, so they are required to register with the Registrar of Voters Office by August 11th. Steve reminded members that an election may not be necessary if no one else comes forward to run.
- B. Appropriations Limit Calculations for the 2017-2018 Fiscal Year: Sherry explained that the reason for using our accountant's calculation for this year's limit, rather than the County's, was to base it on the FY 14/15 audited limit, rolled forward to FY 17/18, in order to correct it.
- C. Preliminary Budget for the 2017-2018 Fiscal Year: A final budget will come before the Board in August after further review by the Budget Committee.

6. **Reports & Information**

- A. **Board Reports** - None

- B. **Staff Reports**

- Staff is preparing for a meeting on July 14th with Lynda Hopkins regarding the Sweetwater Springs Water District surplus property. Board members are encouraged to attend.
- Still missing ethics training certificates from Korie and Chuck.
- California just passed its 2017 Budget and one change exempts the private email address of a public employee from a Public Records Act request, unless the email address was used by the employee to conduct public business. Emails addressed to (name)@mrrpd.org, and funneled into the employee's or board member's private account may not be exempt. Sherry is checking.
- Payroll taxes (Form 941): A Notice of Intent to Levy was received from the IRS, informing the District that, during its transition to Paychex Payroll Service, it had failed to pay a portion of the 3Qtr2016 payroll taxes, and owed late payment penalties from the 2Qtr2015, 3Qtr2015, and 4Qtr2015. The IRS had been mailing notices to the District's physical address, which were being returned to sender, so never received. In response, the District submitted:
 - A change of address form.
 - A draft letter requesting abatement, sent to the IRS agent on 6/21. They subsequently forgave \$2,378.34 in fines.
 - A check, mailed to the IRS on 6/26 for \$11,342.46*, which included:

- 3Qtr2016 taxes owed, plus
- penalties of \$3,293.45

Also, accountant Craig Collins has been asked to reconstruct a missing form for 1Qtr2015. In addition, Federal Unemployment Tax (FUTA Form 940) had been filed in error, since federal, state and local government agencies are exempt. An address change and request for credit of \$1,921 is being submitted.

- The Beach was closed on 7/6 due to elevated levels of coliform bacteria. (*Reopened on 7/12.*)
- Park Supervisor Leslie Hofelich said there was concern about marijuana smoking around the play structure. Signage will be posted and Steve will talk to the County Sheriff.
- Beach safety is also a concern. County Sheriff agreed to regular patrols (twice daily on weekends.)
- A meeting has been scheduled to review the 4th of July weekend. No dogs will be allowed on the beach next year on fireworks day nor will alcohol.
- The Youth Ecology Corps is scheduled to perform some trail maintenance at Creekside.

C. Budget Committee –

- Chuck reported that the committee reviewed the proposed Appropriations Limit for FY17/18 and the Preliminary FY 17/18 Budget.

D. Facilities/Grant Committee – Steve Baxman reported on the following discussion regarding the Sweetwater Springs Water District surplus property across from Creekside Park:

- A meeting with Lynda Hopkins is scheduled for 1:30 pm on July 14th, which will be publically noticed.
- Among possible funding sources are Sonoma County Air Quality Control District, the Sonoma County Open Space District and Wildlands Conservancy (currently stewarding the Jenner headlands).
- Ongoing trail maintenance: Volunteer support might come from the Sonoma County Trails Council or the Youth Ecology Corps (through SCWA); sale of passes or memberships.
- The District will be approaching the Sweetwater Springs Board.
- The District would seek funding partners for initial costs, such as \$12-\$15,000 for appraisal and survey of the property.

E. Personnel Committee – None.

F. Marketing/Public Outreach Committee – None

G. CWA (Creekside Waste Authority) –

- Financial documents and resolutions from both MRRPD & MRFPD (the Fire District) were submitted to the Board of Supervisors requesting permission to replace an annual audit of the CWA with a biennial audit.

7. Correspondence - None

8. Action Items

- A. Resolution 000414 Ordering an Election and Requesting Consolidation with the November 7, 2017 General District Election: The resolution was passed unanimously.
- B. Resolution 000415 Approving Appropriations Limit Calculations for the 2017-2018 Fiscal Year: Resolution was passed unanimously.
- C. Resolution 000416 Approving a Preliminary Budget for the 2017-2018 Fiscal Year: Resolution was passed unanimously

9. Review Monthly Accounts Payable – The P&L report for June reflected \$21,496.59 in expenditures, a larger than usual amount due to the addition of one extra payroll period at the close of the fiscal year.

10. Next Meeting is scheduled for Monday, August 14th.

11. Meeting adjournment – 7:12 pm.