

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

**Monday, February 10, 2020, 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, Marina McTaggart, Paul DuBray and Linda Santa Cruz.
Administrator Sherry Pimsler.

Marina moved and Paul seconded approval of this evening's agenda and minutes of January 13, 2019.

3. Public Comment

- A.** Monte Rio resident Michele McDonell spoke to the Board on two matters.
 - She was directed to the Facilities Committee regarding the banner she is coordinating with an unspecified donor to hang at the entrance to the Amphitheater. To expedite the process, Steve and Jean will meet her at the Amphitheater on Thursday morning to discuss options.
 - Michele also told the Board that Russian River Rotary Foundation's Rockin' the River would like to bookend their summer series with performances in the Amphitheater on June 4th and September 24th. Booths will be possible. The event will be free to the public, with music from 7:00 to 8:30 pm. They will need the Amphitheater from 1:00 to 9:30 in order to set up and take down. The general agreement is that the event will be at no charge other than the cost to MRRPD for staffing, etc.
- B.** Fran Levy, Co-Chair of Friends of Monte Rio and volunteer Suzie Rose presented FoMR's annual report to the Board. This is their 10th year in existence. Fran expressed thanks to the District for its support. The swim program received positive feedback and is planned again for this year, with better publicity. The Supper Club continues to grow – so popular that they've asked people to make reservations. Dia de los Muertos was even better than the first year. FoMR's standing with the State has been cleared up.

4. Old Business –

- A.** Dissolution of the Creekside Wastewater Authority (CWA): A resolution between MRRPD and MRFPD, drawn up by attorney Bill Adams of Merrill, Arnone & Jones, will rescind the CWA joint powers agreement between the two districts and be dissolved upon apportionment of the assets and liabilities of the Authority. Ownership of the onsite wastewater system (OSWTS) at Creekside Park will be transferred to MRRPD, including all assets and liabilities. The annual assessment will continue to be paid by each district for operations and maintenance. The Districts will meet to address and mutually agree on operations, future development and other issues related to the OSWTS.

5. New Business -

- A.** Procurement Policy as Addendum No. 1 to MRRPD's Financial Procedures Policy: A procurement policy was not made part of the District's Financial Procedures Policy, adopted on July 8, 2019. Today's resolution will approve the Procurement Policy as Addendum No. 1 to the Financial Procedures Policy.
- B.** Signature Authority on Outside Bank Accounts: This resolution will remove former Board member Chuck Ramsey from the District's signature authority at both banks, and add Linda Santa Cruz as a signer.
- C.** FY 2018/2019 Financial Statements for MRRPD: The Board is asked to approve the District's Financial Statement, submitted by auditor Larry Bain.
- D.** Application for Per Capita Grant Funds: California State Parks has contacted MRRPD regarding application for Per Capita Grant funds. Part of the completion of the application is the subject resolution, designating the MRRPD Board Chair authority to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests necessary for the completion of the

grant scope. A letter will accompany its submission assigning Administrator Sherry Pimsler as Project Manager for the Per Capita Grant.

6. Reports & Information

A. Board Reports –

- Marina confirmed that the Independence Day weekend will begin with fireworks on Friday, July 3rd, and the Firemen's BBQ on Saturday, with Big Rocky Games to be decided.

B. Staff Reports

- Sherry confirmed with the Board that everyone had received an email from CSDA about ethics training.

C. Budget Committee – Mid-year budget adjustments are underway. A meeting will be scheduled after Sherry's conference with accountant Craig Collins. She reported that:

- The District is slightly over budget at this point, although we have a small reserve to rely on. The Facilities Committee will continue to look into possible CIP and maintenance projects, but for now, everything's on hold.
- It is estimated that the District's share of the anticipated Per Capita Grant will be at least \$220,000. It is recommended that a portion be used as leverage for other projects. With the last such grant, the District used \$100,000 to purchase the (old) concession trailer, the boardwalk and tent. State Parks says release of the Per Capita Grant is still unknown. Facilities Committee will agendaize a discussion about allotment.

D. Facilities/Safety Committee – Minutes to the January 6th meeting were distributed. Highlights were:

- FEMA/OES have placed the District's projects on hold until insurance confirms reimbursement on their end. We've submitted a revised cost list to the Adjuster, including \$3,000 in Use Tax for the kitchen trailer (purchased out-of-state) and a higher estimate for the office trailer
- The kitchen trailer is ready for final inspection and anticipated sign-off. All requirements have been met. The County and State inspectors are being scheduled for a final visit.
- Von Renner has completed debris removal at Creekside Park for \$30,563, as estimated. The other two estimates came in at \$70,877 and \$90,000+.
- Now that the trail has been restored, the Committee conferred with Ori and Gal at Lightwave to discuss the parking configuration along Main St. Parallel parking will be required and adequate signage will be posted. Bike racks will be removed and segments placed near the deck.
- Raised beds were suggested for the Creekside Community Garden to attract more volunteers.
- The area around the bus turnaround will be seeded.
- Leslie will solicit an estimate on lighting improvements around the gym.
- The Re-Leaf Program has offered the District a \$56,000 grant to plant trees in flood damaged properties with a particular focus on Creekside Park, but including other areas as well.
- Cream's charge for demolition of the former concession trailer is still not resolved.
- Chuck Ramsey requested re-installation of the Hate Free sign and that MRRPD continue a search for funding to install an EV charging station. He was informed that the County has been seeking input on placement of some units (most likely the MR Post Office). He was also informed that at present, the District's priority is to install solar panels to augment the \$6500 spent on PG&E bills for MRCC and Creekside.
- Friends of Monte Rio has been looking for grant funding to help purchase a new projector to upgrade from 3500 lumens to 6000 lumens.
- FoMR is also checking out funding for purchase of additional chairs for the Redwood Room since they often run short during Supper Club.

Flood Preparation

- Brian Grant has been in conversation with Presray regarding replacement parts for the MRCC flood gates.
- Stephanie and Brian have offered to compile an emergency protocol handbook.

Safety - None

E. Personnel Committee – Meeting will be scheduled after budget adjustments are formulated.

F. Marketing & Public Outreach Committee – None

7. Correspondence – None

8. Action Items –

- A.** Resolution 430 – Approving a Procurement Policy as Addendum No. 1 to MRRPD’s Financial Procedures Policy: Unanimously approved.
- B.** Resolution 431 – Approving Signature Authority on Outside Bank Accounts for MRRPD: Unanimously approved.
- C.** Resolution 432 – Approving FY 2018-2019 Financial Statements: Unanimously approved.
- D.** Resolution 433 – Approving Application(s) for Per Capita Grant Funds: Unanimously approved.
- E.** Resolution 434 – Approving MRFPD and MRRPD Draft Joint Resolution to dissolve JPA: Unanimously approved.

9. Review Monthly Accounts Payable – The P&L reports for January reflected \$14,935.93 in expenditures.

10. Next Meeting – The next Board meeting will take place on March 9th at 6 pm.

11. Meeting adjournment – 6:50 pm.