

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

**Monday, November 14, 2022, at 5:00 pm  
20488 Hwy 116, Monte Rio, CA 95462  
Virtual**

**1. Call to Order** – The meeting was called to order at 5:00 pm by Chair Steve Baxman.

**2. Roll Call and Approval of Agenda and Minutes from Previous Meeting**

Present: Directors Steve Baxman, Jean Sasso, Allison Baumhefner, Paul DuBray;  
Administrator Marina McTaggart, Asst. Administrator Sherry Pimsler.

Jean moved, Paul seconded approval of this agenda and minutes of October 10, 2022. All were in favor.

**3. Public Comment** – Steve brought up the request from Mary Ellen Jackson to rename the Monte Rio Amphitheater in memory of Joe McGuire (a former board member). A suggestion was made to install a plaque in his honor instead, or possibly a bench, rather than renaming the Amphitheater. The matter will be placed on an upcoming agenda

**4. Old Business** – None

**5. New Business** –

**A. Resolution 460: Authorizing Remote Teleconference Meetings until December 12, 2022.**  
The Board discussed the need to meet briefly in December in order to pass another resolution to meet remotely until January. (Allison leaves for Mexico around Thanksgiving.) Until AB361 expires (January 2024), meeting every other month will not be possible unless the Board opts to meet in person, since meeting remotely requires a monthly resolution.

**6. Reports & Information**

**A. Board Reports** – None

**B. Staff Reports**

- Marina reported that the renewal for System Award Management (SAM) is in progress and once it is renewed it will be transferred into the name of the new administrator.
- Marina reported that signing up for the State Funded CalSavers retirement savings program is still in progress. They were not able to locate our agency with the information provided and have requested additional documents.
- The required online account for DMV pull notices has been established.
- The FEMA claim has not been closed out. There has been no communication since a requested email was sent to CalOES in September to inform them that all projects have been completed and the District wishes to close out.
- CALOSHA has made modifications to their Covid 19 workplace non-emergency regulations which include the use of facemasks, ventilation requirements and social distancing. The effective date is January 2023. A copy of the new modifications will be made available to the board and staff.
- The district will be participating in the 2022 US Census of Governments.

- Vandalism at the beach resulted in a water leak which was noticed by Steve and reported to Leslie, who oversaw repair.
- The ground shifted under an improperly installed PVC pipe that runs to the Community Center bathrooms causing it to crack. Leslie oversaw repairs.

**C. Budget Committee**

- Allison reported that a Budget Committee meeting was held on October 26, 2022. Accounting consultant Craig Collins gave an overview of the 22/23 budget and explained the basics of the different Redevelopment categories on the Profit and Loss statement.
- With the approval of the Board Chair, the FY 2022-2023 Marketing Budget has been increased to \$3000.

**D. Facilities/Safety Committee –**

- Steve reported on the FSC meeting of November 9<sup>th</sup>. Refer to the draft minutes, attached.

**E. Personnel Committee –** None. Request was made to schedule a meeting.

**F. Marketing & Public Outreach Committee –** Allison reported that a meeting was held on October 26, 2022. Marina suggested using the increase in the Marketing Budget to promote the Amphitheater and the Community Center for events. Marina also reported that Sherry received a \$1000 certificate from Amaturio Sonoma Media Investments for attending a seminar. The certificate can be used for a print ad in North Bay Biz magazine or radio ads on one of their station affiliates. Digital marketing options will be discussed at the next marketing meeting, to be held in January. Marina will be attending a webinar sponsored by Sonoma County Tourism related to business listings on their website. Flyers and postcards were printed up to promote the Craft Faire taking place at the Community Center Thanksgiving weekend.

**G. Creekside OWTS (Onsite Wastewater Treatment System) –** No update.

**7. Correspondence –** None

**8. Action Items –**

- A.** Resolution 460: Authorizing Remote Teleconference Meetings Until December 12, 2022. Resolution was introduced by Chair Steve Baxman; Director Paul Dubray moved the item; Director Allison Baumhefner seconded. The resolution was passed on a roll call vote as follows: Baxman Aye, Sasso Aye, DuBray Aye, Baumhefner Aye.

**9. Review Monthly Accounts Payable:** The P&L report reflected October expenses of \$30,428.46

**10. Next Meeting/Adjournment –** Meeting was adjourned at 5:32 pm. Next meeting is scheduled for December 12, 2022 at 5:00 pm (virtual).

## **MINUTES**

### **FACILITIES & SAFETY COMMITTEE MEETING (Virtual)**

**Wednesday, November 9, 2022, @ 8:30 am**

**Monte Rio Community Center, Monte Rio, CA 95462**

**1. Call to Order** - The meeting was called to order at 8:30 am by Chair Steve Baxman

**2. Roll Call** -

Present: Directors Steve Baxman and Jean Sasso; Administrator Marina McTaggart, Assistant Administrator Sherry Pimsler and Stephanie Felch, Praxis Architects.

#### **Approval of Minutes/Agenda**

Jean moved to approve the minutes of October 5 and agenda for this morning's meeting; Sherry seconded; all approved.

**3. Public Comment** – None

**4. Reports & Information** –

- The Committee decided to forgo the December Facilities and Safety Committee meeting (unless necessary)
- The Empowerment Center will be notified of rising utility costs that will be separated out from the monthly rental fee beginning with the next use agreement in January.
- Ori and Gal are taking a winter hiatus from mid-November thru mid-February. This is budgeted and a negotiable item in their contract.
- In 2019 the Monte Rio Fire Foundation purchased a new 8kw generator for Creekside Park. However, it's been found to be insufficient for that location and has been replaced by a 22kw generator also purchased by the Monte Rio Fire Foundation. The 8kw generator has been moved to the Monte Rio Community Center. The Fire Foundation has also paid for material for the platform and privacy fences for both locations.
- Leslie is overseeing installation of hog wire fencing at the Community Center to enclose the new generator, which will be placed beside the new shed.
- We are in the process of establishing the required online DMV account for pull notices.
- Two years ago, the Monte Rio Fire Foundation purchased defibrillators for the beach and the Community Center. Chief Baxman has been training the beach crew every year.

**5. New Business** – None

**6. Old Business** -

**A. Monte Rio Bridge Replacement Impact** – None

## **B. Grant Updates**

### Per Capita Grant

- Once final payment is received, Solar Works will turn on the panels at Creekside.
  - An orientation with them will for be scheduled for Brian and Leslie to attend
  - If possible, the inspection by Rosalind Rowe of State Parks will be deferred until all skate park improvements have been completed.
  - Request for reimbursement will be sent along with invoices and a Revised Development Scope for the Creekside Park project to remove the proposed ag well and expand the scope of the skate park improvements. Brian and Stephanie will follow up with the skatepark designer on best use of remaining funding. They plan to seek feedback from users.
  - Marina will take the deed restriction documents to County Recorder's Office.
  - Sherry reported that around \$9000 Per Capita grant funds remain to apply towards appliances for the Community Center - a dishwasher/ sanitizer and ice making machine were included in the project application. Marina reported that a new stove/oven and a convection oven have also been requested. A sliding gate and new camera were also included in the application as part of the District's ADA transition plan, but funding will not be sufficient to include them. A meeting time will be set to have a discussion amongst interested parties regarding priorities and the best use of remaining funds.
  - Stephanie confirmed that funds cannot be moved between projects.

### Community Investment Fund Grant

- A CIF grant in the amount of \$2000 has been received and will be used to offset expenses for summer beach trash hauling.

**C. 2019 Flood Impact:** No update.

**D. Flood/Emergency Preparedness:** No update.

### **E. Trails Projects Update –**

- Stephanie reported that a meeting to discuss use of trails with the County was scheduled for Nov 14 at the Community Center. (*Later postponed*)
- The District's understanding from the former Acquisition Specialist at So. Co. Ag + Open Space Louisa Morris is that they will purchase the Sweetwater property and then deed it back to MRRPD. Stephanie heard that Louisa accepted another position and has been replaced.
- The committee agreed that the District should stay in conversation with Supervisor Hopkins.

## **7. Safety Committee Report –**

- Steve reported that MRFPD took care of another sinkhole in the road leading down to the Amphitheater.
- A number of burglaries have been occurring on Starrett Hill. (not MRRPD property). The Neighborhood Watch program is not currently active in that area.

**8. Next Meeting Date:** January 24, 2023

**9. Adjournment:** 9:15 am