

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

**Monday, February 13, 2023, at 5:00 pm
20488 Hwy 116, Monte Rio, CA 95462
In Person**

1. **Call to Order** – The meeting was called to order at 5:00 pm by Chair Steve Baxman.
2. **Roll Call and Approval of Today's Agenda and Minutes from December 12, 2022**
Present: Directors Steve Baxman, Jean Sasso, Paul DuBray, Allison Baumhefner;
Administrator Marina McTaggart, Asst. Administrator Sherry Pimsler (by phone)

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

3. **Public Comment** – None

4. **Old Business** – None

5. **New Business** –

- A. Approval of ADA grievance procedure and documents for website. Marina and Sherry have assembled ADA documents for review and approval by the Board. Once approved there will be a further review by Kirk Andre at the CAPRI onsite visit scheduled for March 14, 2023 to ensure compliance before being incorporated into the MRRPD website. Jean moved, Allison seconded approval of the ADA documents. All were in favor. *(since the meeting the CAPRI visit date has been changed to July 11, 2023)*

6. **Reports & Information**

- A. **Board Reports**-none

- B. **Staff Reports**

- Marina reported that the yearly audit by Larry Bain had been conducted. No major findings or irregularities are anticipated. The question was posed about the Administrator doing the monthly reconciliations. Larry stated that since MRRPD is a small organization that would be acceptable provided there was a further review of the documents by the Board Chair, a Board member or bookkeeper Fran Levy. Marina stated the January reconciliation had been completed.
- Marina reported that Rosalind Rowe from State Parks had conducted an on-site inspection of the Per Capita Grant project on February 10. She inspected the solar panels on the Community Center roof, the AV system and looked at the currently installed dishwasher/sterilizer and ice making machine. Rosalind also stated that she has clean fully executed copies of the Deed Restriction documents and will send them to Marina who will take to the County for recording. Once recorded, reimbursement invoices can be submitted. *(Post meeting: Upon review, Rosalind informed us that she didn't have a clean copy, so we will continue to pursue.)*
- Marina reported that Pamela has been in contact with the Santa Rosa Cycle Club who will be conducting their annual bike ride through Monte Rio in May. They are interested in purchasing a banner for the Amphitheater similar to the one used for the Monte Variety Show. Pamela will keep Marina updated.

- Marina reported that the summer beach hiring process has begun. Pamela will reach out to former leads and employees to see who is interested in returning. Once that is known we will know how many new hires we need. A meeting will be scheduled to discuss the season in more detail.
- Marina reported that all employees have responded to the CalSavers State retirement program with the exception of 3. Marina will follow up.
- Steve had a question regarding Form 700 and Sexual Harassment Training. Marina responded that Jean and Allison had yet to complete Form 700 and that she and Sherry were working on scheduling Sexual Harassment and Ethics training for staff and employees. *(since the meeting both Jean and Allison have completed Form 700)*

C. Budget Committee – None

D. Facilities/Safety Committee - Steve reported on the FSC meeting of February 8th. Refer to the draft minutes aatache

E. Personnel Committee – None

F. Marketing Public Outreach – Marina presented a copy of the ad that ran in North Bay magazine. A meeting will be scheduled.

7. Correspondence – None

8. Action Items – None

9. Review Monthly Accounts Payable: The P&L report reflected January expenses of \$11,397.61.

10. Next Meeting/Adjournment – Meeting was adjourned at 5:19 pm. Next meeting is scheduled for March 13, 2023 at 5:00 pm

MINUTES
FACILITIES & SAFETY COMMITTEE MEETING (in person)
Wednesday, February 8, 2023 @ 8:30 am

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 (by phone) Park Supv. Leslie Hofelich, Stephanie Felch and Brian Grant -Praxis Architects.

Approval of Minutes/Agenda

Jean moved to approve the minutes of January 4, 2023, and agenda for this morning's meeting; Leslie seconded; all approved.

3. **Public Comment** – None

4. **Reports & Information** –

- Marina reported that the operating agreement between MRRPD and Fish and Wildlife has expired, and a new 25-year agreement is being negotiated. The clause regarding Fish & Wildlife's obligation to provide reimbursement to MRRPD in the event of vandalism to their restrooms has been omitted in the recent proposal sent by Brian Shelton. The District is responding with a request to retain that clause. Currently, the restroom doors need replacing and the committee is in agreement that the district should go ahead and pay for the new doors.
- Michelle McDonell has contacted the District about using the Amphitheater as a location for a blood drive. She will be notified that a use agreement needs to be signed and an insurance certificate provided.
- The impact of the County's current lower Russian River governance study on the Park District was discussed. There is no immediate impact, but we will continue to follow the progress of the study and stay in communication with Supv Hopkins' office.
- Community Project Funding aka Federal Earmarks is currently available. The District will submit letters of interest to our elected officials. Brian and Stephanie will also review the criteria. There is also the possibility of collaborating with Regional Parks or the County on a project.
- The District is scheduled for a CAPRI site visit on March 14. We currently have a reasonable accommodation policy in our employee handbook and are in the process of updating the website with the required ADA documents (grievance policy and public input policy)
- OSHA requires Personal Protective Equipment to be available to employees. We are in the process of ascertaining that we have the required PPE available to employees.
- Pamela has input the zip codes for the beach visitors and event renters and the report will be submitted to Deborah Waller.
- Leslie requested a larger dumpster for Creekside.
- Leslie reported that the septic monitoring can be done through wi-fi. The office will contact Comcast.

5. **New Business** – None

6. Old Business -

A. Monte Rio Bridge Replacement Impact – No update. The District will continue to stay in communication with Supv. Hopkins' office regarding the impact costs of the bridge construction.

B. Grant Updates

Per Capita Grant

- Rosalind Rowe the Project Officer for California Dept of Parks and Recreation will be conducting an on-site inspection of the solar panels at the Community Center on Friday February 10.
- Appliances for the Community Center still need to be selected (Dishwasher/ Sterilizer and ice-making machine.) There is about \$9000 remaining for purchase of the 2 appliances. Once estimates are received and reviewed an order will be placed. There are no funds to purchase the sliding gate and extra camera at this time, but those 2 items will be kept in mind when determining next year's budget.

C. 2019 Flood Impact: No update from FEMA regarding the 2019 flood.

D. Flood/Emergency Preparedness:

- Brian will request an estimate for the flood gates.
- The river did not reach flood stage.

E. Trails Projects Update –

- Trail work on Monte Rio Redwoods Regional Park is progressing.
- The Park is scheduled to open to the public later this year.

7. Safety Committee Report –

- Steve reported that the formation of sinkholes on MRRPD property continues to be an issue.
- 4 trees have fallen in the meadow.
- The boat ramp and wheelchair space are accessible.

8. Next Meeting Date: March 8, 2023

9. Adjournment: 9:30