

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

**Monday, March 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 February 13, 2023**

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

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

**3. Public Comment** – None

**4. Old Business** – None

**5. New Business** –

**A.** Nominations for 2023 Board Chair and Officers – Jean moved that the Board Chair & Officers remain the same. Steve Baxman as Board Chair, Jean Sasso as Vice Chair. All were in favor.

**B.** Reorganization of Standing Committees – Jean moved that the committees remain the same: Budget Committee - Paul and Allison; Facilities and Safety Committee – Steve and Jean; Personnel Committee - Steve and Jean; Marketing and Public Outreach - Paul and Allison. All were in favor.

**C.** Resolution Approving the 2021-2022 Audit. No discussion.

**6. Reports & Information**

**A. Board Reports**-none

**B. Staff Reports**

- Marina reported that the Rio Theater would be holding a River + Redwoods Film Festival from May 19-21. Those dates coincide with the soft opening of the Monte Rio Beach and she suggested that there may opportunity for a promotion/marketing collaboration between MRRPD, the Monte Rio Chamber of Commerce and the Rio Theater.
- Marina requested feedback regarding the need to print out the board packet documents for the Director’s binders since those documents are already sent out to members via email prior to each month’s meeting. Sherry requested that the board take home the Board Guidelines for reference. Marina will provide take-home copies of the Board Guidelines for the April meeting. Jean suggested that just one board binder be kept current for reference and Marina agreed. A permanent library of all MRRPD guidance documents are already on file in the Office, and available upon request.
- Marina thanked everyone for submitting their Form 700. She and Sherry are working on setting up the modules for Ethics and Sexual Harassment training for the board, staff and employees.
- Marina reported that she and Sherry are trying to determine whether another resolution or any other action is required to rescind the remote meeting resolution passed in March of 2020. (Will continue to pursue.)

- Steve reported that the Fire District has been given a chipper as part of a \$1M grant the Safer West County & FireSafe Groups recently received. Wood chipping will be available twice a week by calling the Fire District.
- In addition, Marina reported that the District received a request from the Bohemian Corridor Collaborative for a letter of support for another request for funding from Cal Fire. The Board Chair will sign.
- Marina reported that CAPRI requested that the visit scheduled for March 14 be postponed due to weather. The visit has been rescheduled to July 11.

**C. Budget Committee** – Steve noted that it would soon be time for a preliminary 23/24 budget.

**D. Facilities/Safety Committee** - Steve reported on the FSC meeting of March 8th. Refer to the draft minutes, attached

**E. Personnel Committee** – Steve suggested a meeting take place at the end of April before the beach opens for the season.

**F. Marketing Public Outreach** – a meeting will be scheduled.

**7. Correspondence** – None

**8. Action Items** – Resolution 463 approving the 2021-2022 Audit. Paul moved to accept the audit, Jean seconded. Steve Baxman aye; Jean Sasso aye; Paul DuBray aye; Allison Baumhefner aye.

**9. Review Monthly Accounts Payable:** The P&L report reflected February expenses of \$19,533.70.

**10. Next Meeting/Adjournment** – Meeting was adjourned at 5:26 pm. Next meeting is scheduled for April 10, 2023 at 5:00 pm

## **MINUTES**

### **FACILITIES & SAFETY COMMITTEE MEETING (in person)**

**Wednesday, March 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 Feb 8, 2023, and agenda for this morning's meeting; Leslie seconded; all approved.

**3. Public Comment** – None

**4. Reports & Information** –

- Brain Shelton of Fish & Wildlife has reminded us that, per the Operating Agreement of 2005, the restrooms became the property of MRRPD, upon completion of the improvements carried out by the State. We will proceed with the repairs to the restroom doors and Sherry will continue to pursue a grant possibility to offset the expenses. Brian will pursue a revised estimate from HTI Hardware.
- Michelle McDonnell's blood drive request: She will coordinate with Pamela if this is moving forward.
- A request was received from Redwoods Alliance to store their kayaks on the beach from June through September. Marina has sent a contract.
- Hannah Guiles, Environmental Specialist for Dept. of F & W will be coordinating with Leslie to post a sign at the beach regarding the invasive New Zealand mud snail.
- Federal earmarks – Sherry will continue to research with Brian and Stephanie
- Lightwave Café is planning to reopen on March 9. Their hours will be Thursday – Sunday from 9:00 – 3:00
- Leslie gave the following reports:
  - Concrete at the Community Center will be power washed.
  - She was informed by the McCollum technician that septic monitoring can be done through wi-fi hook up at the fire station. Sherry will follow up with Steve and McCollum.
  - The door and jamb at the Playhouse have been replaced.
  - She will order ADA parking signage stating '\$250 fine'.

**5. New Business** – Beach Reopening

- Marina reported that she held a meeting with Sherry, Pamela, Fran and Leslie regarding the reopening. The Snack Shack menu was revised (shortened) and some food item prices were raised to better reflect actual costs. The decision was made to hire 11 employees. Pamela has reached out to former employees asking if they wish to return. We will then recruit the remainder. Pamela and Marina will oversee the hiring process and conduct the training/orientation. Leslie will oversee the day-to-day activities. The schedule will be Fri – Mon with varying hours for the two shacks. Employees will work split shifts. Beach staff will monitor the parking lot and ask for donations on the 3 Holidays. Memorial Day weekend is the official opening with a soft opening the weekend before.

- Leslie reported that the beach parking lot needs to be treated and the middle parking lot is also in need of restriping.
- Leslie reported that an upright freezer will be ordered for extra food concessions storage at the beach and that the air conditioners for the boat shack need replacing. (Chris from Noel's may be able to supply.) The air conditioner in the snack shack needs repair.
- Monte Rio Fire will assist with bringing the kayaks and canoes from Creekside storage

## 6. Old Business -

### A. Monte Rio Bridge Replacement Impact – No update.

### B. Grant Updates

#### Per Capita Grant

- Rosalind Rowe, the Project Officer for California Dept. of Parks and Recreation, conducted an on-site visit on Friday, February 10. She inspected and signed off on the solar panels at the Community Center. She also looked at the existing ice making machine and dishwasher and requested photos of the new appliances, once they are installed. She also requested a revised scope for the Community Center stating that the security gate had been dropped from the project list. Brian will follow up. A bond sign needs to be ordered and posted at both project locations. Brian will follow up on that as well. Rosalind does not have clean copies of the Deed Restriction documents as she had previously thought. Marina will continue to pursue.
- The ice making machine has been ordered and the dishwasher/sterilizer will be ordered once the measurements are confirmed.
- Brian presented several drawings for skate park improvements that were put together with input from the skate park designer and comments from the skaters. Brian and Stephanie are in the process of reviewing them to determine what improvements are feasible within the current budget.
- Leslie and Brian will schedule themselves for solar panel orientation with Solar Works.
- Audio Visual training on hybrid board meetings will be scheduled for Marina, Fran and Sherry.

#### CAPRI Visit

- CAPRI is scheduled to visit Tuesday March 14, at 8:30 am (*later rescheduled to July 11*).

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

### D. Flood/Emergency Preparedness

- Brian is requesting an estimate for the flood gates.

### E. Trails Projects Update – (*Not on MRRPD property*)

- 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 –

- Brian will order the replacement signage for the signs that were tagged at Creekside.
- Moscow Road repair (*not on MRRPD property*): A meeting with County officials to address the two slides on Moscow Road was held at the Community Center on March 4. The first slide occurred 4 years ago and still has not been repaired. The second slide occurred earlier this year. A proposal to authorize emergency funding rather than waiting for FEMA will be brought up at the next BOS meeting on March 14. 4 out of 5 supervisors need to approve for the proposal to pass.

## 8. Next Meeting Date: April 5, 2023

## 9. Adjournment: 9:31