

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

**Monday, July 10, 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 May 1, 2023** (*Quorum not met for June meeting*)
Present: Directors Steve Baxman, Jean Sasso, Allison Baumhefner; Administrator Marina McTaggart, Asst. Administrator Sherry Pimsler (by phone) Absent – Paul Dubray (arrived as meeting was ending)

Jean moved, Allison seconded approval of this agenda and minutes. All were in favor.
3. **Public Comment** – None
4. **Old Business** – None
5. **New Business** –
 - A. Resolution approving Appropriations Limit
 - B. Resolution approving Fiscal Year 23/24 Preliminary Budget
 - C. Resolution approving Operating Agreement between CA Dept of Fish and Wildlife and Monte Rio Recreation and Park District
 - D. Revisions to Employee Compensation Policy recommended by Accountant Craig Collins
6. **Reports & Information**
 - A. **Board Reports** – None
 - B. **Staff Reports**
Marina reported on the following:
 - The Redwood Empire Food Bank Distribution has been relocated to Monte Rio School until the end of August due to beach parking congestion in the middle parking lot.
 - Marina and Sherry had a vendor table at RioFest on June 17 with rack cards and information on MRRPD facilities and event venues. MRRPD was a sponsor of the event.
 - Sexual Harassment and Ethics training has been completed by staff and board members with the exception of Paul Dubray. Events Director Pamela Johnson and Park Supv. Leslie Hofelich will take the training once the beach season is over.
 - The Bohemian Grove provided banner signage for the Amphitheater which was installed by the Fire District.
 - July is National Parks and Recreation Month. A toolkit has been provided and Marina will post items of interest on the MRRPD FB page.
 - A water leak was discovered at the front of the Community Center by the real estate office. Monte Rio Fire was able to remedy the problem with assistance from a plumber. Steve reported that some of the plumbing will need to be redone to avoid further problems.
 - Russian Riverkeeper is planning a beach clean up and restoration day at Monte Rio Beach on July 22. They will be removing invasive plants and trash in an effort to protect the local salmon population.

- A request was received from Russian River Alliance to install a public wi-fi port on the Community Center building as part of a free public access program funded by Sonoma County and the American Rescue Plan Act. Public wi-fi access will ensure that communities have access to reliable communications during emergencies and natural disasters. The other access points in Monte Rio will be at the Fire House, Bartlett's Market and possibly the Curtain Call Theater.
- CAPRI site visit will take place on July 11.
- There is proposed legislation that CA Special Districts may be required to change to a .gov email address.
- The second lower Russian River Governance workshop will be held at 10:30am, July 15, at Guerneville School.

C. Budget Committee – None

D. Facilities/Safety Committee – See attached minutes from July FSC meeting

- Update on Per Capita Grant: Rosalind Rowe of CA State Parks conducted a final inspection of the solar panels, dishwasher, and ice machine at the Community Center. We passed.

E. Personnel Committee – None

F. Marketing Public Outreach – None

6. Correspondence – None

7. Action Items –

- A.** Resolution 000466 Approving Appropriations Limit. Motion to approve by Allison, second by Jean. Steve Baxman-aye, Jean Sasso-aye, Allison Baumhefner-aye, Paul Dubray-absent
- B.** Resolution 000467 Approving Fiscal Year 23/24 Preliminary Budget. Motion to approve by Jean, second by Allison. Steve Baxman-aye, Jean Sasso-aye, Allison Baumhefner-aye, Paul Dubray-absent.
- C.** Resolution 000468 Approving Operating Agreement between CA Dept of F&W and MRRPD. Motion to approve by Allison, second by Jean. Steve Baxman-aye, Jean Sasso-aye, Allison Baumhefner-aye, Paul Dubray-absent
- D.** Revisions to Employee Compensation Policy. Roll call vote: Steve Baxman-aye, Jean Sasso-aye, Allison Baumhefner-aye, Paul Dubray-absent

9. Review Monthly Accounts Payable: The P&L report reflected May expenses of \$37,300.12 and June expenses of \$42,818.61.

10. Next Meeting/Adjournment – Meeting was adjourned at 5:20 pm. Next meeting is scheduled for August 14, 2023 at 5:00 pm.

FACILITIES & SAFETY COMMITTEE MEETING (in person)

Wednesday, July 5, 2023 @ 8:30 am

1. Call to Order –

2. Roll Call -

Present: Directors Steve Baxman; Jean Sasso (by phone) Administrator Marina McTaggart, Assistant Administrator Sherry Pimsler (by phone), Park Supv. Leslie Hofelich;

Approval of Minutes/Agenda – Jean moved to approve today’s agenda and minutes of May 3,2023 (quorum not met for June 7 meeting) Second by Leslie.

3. Public Comment – None

4. Reports & Information –

- Leslie gave the following reports:
 - The beach was extremely busy over the July 4th holiday weekend. The snack shack ran out of food on July 4 and boat rentals ran out of boats twice on Monday July 3 and 3 times on Tuesday July 4th.
 - Beach trash has been overwhelming. Everclean North was a no show for trash pick up on July 4th. Jim Lewis assisted with trash pick up from 7-10am. Trash cans were moved by the public from their positions to the water’s edge. Picnic tables were also moved and are now chained to the circus tent. No Parking – Fire Lane signs were ignored, and cars were parked everywhere.
 - Steve and his crew have been picking up large items dumped at the beach and garbage dumped at the triangle.
 - Leslie was approached by a group saying they would be interested in helping organize the Big Rocky games next year and gave them Marina’s contact information.
 - An outdoor restroom door by the F & W parking lot was vandalized and will need to be repaired.
 - The committee agreed to give employees who worked the holiday weekend extra pay.
 - There was graffiti found on MRRPD property. It was addressed by Steve and Leslie.
 - Sandwich/deli case at Creekside will need to be replaced as it currently needs repairs every 2 or 3 months at a cost of \$250 per repair. The replacement case is estimated at \$1500.
- Marina reported on the following:
 - It was decided not to ask for parking donations over the July 4th holiday as there were not enough beach staff to cover the extra workload.
 - There was an article in Russian River Living magazine about Monte Rio Beach and the author stated that alcohol consumption was allowed. Monte Rio Beach has signs posted that alcohol is prohibited although there is no means of enforcement. Marina or Steve will reach out to the magazine publisher regarding the misinformation.
- Sherry reported on the following:
 - CAPRI visit is July 11. Sherry has made some revisions to the Illness and Injury Prevention Policy (IIPP) to include emergency procedures. The policy will be reviewed by Kirk Andre during the site visit. Future employee hiring packets will include an orientation statement relative to the IIPP and general safety policies and rules.
 - Sexual Harassment training will be required for Leslie and Pamela.
 - Leslie confirmed that the ADA \$250 parking fine signs have been installed.
 - Sherry is working on establishing a new ADA transition plan.

- Marina will follow up with HTI on the quote to replace the outdoor restroom doors to ensure the price has not changed and determine the next steps for the replacement process.
- Revisions to the COVID policy previously passed by the Board or a new COVID policy may be needed. Marina and Sherry will follow up.
- The committee will send a recommendation to the Board to approve the Operating Agreement between CA Dept of Fish and Wildlife and MRRPD

5. New Business –

- A. Request from Russian River Alliance to mount a public access WI-FI port on the Community Center Building.** The Alliance has received grant funding to provide free outdoor public WI-FI to all unincorporated areas of Sonoma County to assist with communications during emergencies and natural disasters. Marina is awaiting more information from Bryan Hughes of the RR Alliance with regard to size, placement etc. but the committee is in agreement that permission can be granted.

6. Old Business -

- A. Monte Rio Bridge Replacement Impact –** No report

B. Grant Updates

Per Capita Grant

- Marina reported that Barbara Baker neglected to sign the last pages of the 2 deed restriction documents. She will resend the documents.
- Marina will verify that change orders have been submitted to remove the security gate and the camera from the Community Center project.

- C. 2019 Flood Impact:** No update from FEMA regarding close-out of 2019 flood reimbursement.

D. Flood/Emergency Preparedness

- Brian is following up on an estimate for the flood gates.

- E. Trails Projects Update –** None

7. Safety Committee Report –

- Steve reported that there were 4 near drownings all within one group of 16–20 year-olds. One person was transported to the hospital.
- There was a report of a dog bite, but no further information is available.
- The District has received a “Recognition of Outstanding Performance” plaque from CAPRI for 2022.

8. Next Meeting Date: August 9, 2023