

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

**Monday, March 11, 2024, 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 Board Chair Steve Baxman.

2. **Roll Call and Approval of Today’s Agenda and Minutes from February 12, 2024**
Present: Directors Steve Baxman, Jean Sasso, Allison Baumhefner, Justin Copeland, David Gatlin (seated after being sworn in), Asst. Administrator Sherry Pimsler and Administrator Marina McTaggart.

Jean moved, second by Justin, approval of this agenda and minutes. All were in favor.

3. **Public Comment** – Request by Brian Grant to include a presentation by Ag + Open Space regarding the SWS Property Acquisition on the April agenda. Approved by Board Chair.

4. **Old Business – None**

5. **New Business –**
 - A. Swearing in of new Board Member David Gatlin. Oath of Office administered by Steve Baxman, Board Chair.
 - B. Approval of transfer of funds from Community First Checking and Liquid Savings to West America Operating account (*discussion/action item*)
 - C. Approval of signatories on outside bank accounts to remove Paul Dubray (resigned) and add board members Justin Copeland and David Gatlin (*discussion/action item*)
 - D. Approval of expenditure (not to exceed \$9000 – remainder of funds set aside in Capital Outlay for purchase of new oven) to purchase a used vehicle for Park Supv. and Maintenance Mgr. to use in place of personal vehicles. (*discussion/roll call vote*) Jean moved to approve the expenditure, second by Justin. Roll call vote – Steve Baxman -aye, Jean Sasso -aye, Allison Baumhefner – aye, Justin Copeland- aye, David Gatlin- aye.
 - E. Board Training and presentation of hard copy board binders by Asst Administrator Sherry Pimsler. Topics covered included the Brown Act, Robert’s Rules, Board of Directors Guidelines, MRRPD Bylaws, California Code and Financial Procedures. Electronic copies will be made available to board members and Administrator.

6. **Reports & Information**
 - A. **Board Reports** – None

 - B. **Staff Reports**

Marina reported on the following:

- Marina reported on March Facilities Rentals and Events revenue – total combined revenue \$1960.00
- It was suggested that the Skater's be approached again about using the funds they raised in 2021 as part of the skatepark improvements currently taking place. MRRPD is not able to hold these funds on their behalf indefinitely and the skaters have no plans for future fundraisers, nor do they have an organization that can receive the funds. Signage would be installed at Creekside Park identifying the aspects of the improvements that the funds from 2021 are being used for.
- Marina reported that there was an opportunity to use marketing funds to place an ad in the Sonoma County Tourism printed map for 2024. The focus of the ad would be on promoting the District's Event Venues. The turnaround time for signing the contract and submitting artwork is short. David Gatlin agreed to assist with the artwork.

C. Budget Committee – none

D. Facilities/Safety Committee – See attached draft minutes from March 6, 2024 FSC meeting.

E. Personnel Committee – none

F. Marketing Public Outreach – none

7. Correspondence – None

8. Action Items –

A motion will be made and seconded for each item followed by Board discussion. The item will then be opened for public discussion. Public comment will then close. Final discussion of the item by the Board will take place with no public interruption. The Board will then vote.

Resolution 470 – approving transfer of funds from Community First Checking and Liquid Savings account to West America Operating account. Moved by Jean, second by Justin. Roll call vote- Steve Baxman, aye; Jean Sasso, aye; Allison Baumhefner, aye; Justin Copeland, aye; David Gatlin, aye.

Resolution 471 approving signatories on outside bank accounts. Moved by Justin, second by Allison. Roll call vote- Steve Baxman, aye; Jean Sasso, aye; Allison Baumhefner, aye; Justin Copeland, aye; David Gatlin, aye.

9. Review Monthly Accounts Payable: The P&L report reflected February expenses of \$41, 383.59

10. Next Meeting/Adjournment – Meeting was adjourned at 5:46 pm. Next meeting is scheduled for April 8, 2024, at 5:00 pm.

FACILITIES AND SAFETY COMMITTEE MEETING (in person)
Wednesday March 6, 2024 @ 8:30am

1. Call to Order – 8:30am

2. Roll Call and Approval of Today's Agenda and Minutes of February 7, 2024

Present: Board members Steve Baxman and Jean Sasso; Administrator Marina McTaggart; Maintenance Mgr., Jim Lewis; PRAXIS Architects consultants Brian Grant and Stephanie Felch, Absent – Park Supv. Leslie Hofelich

Approval of agenda and minutes of February 7, 2024; moved by Jean; second by Jim. All in favor.

3. Public Comment – None

4. Reports and Information

Jim

- The door cases/trims at the Community Center have been repaired and painted.
- Construction has begun on the installation of the water filling station at the Amphitheater.
- The sign that blew down at Creekside Park has been removed and is being repaired prior to being reinstalled.
- The exhaust hood at the Community Center kitchen was repaired.
- A number of lights at the gym are out and will be replaced with LED's. Jim will research how to get new lights safely installed as the ceiling is 30 ft high- may require a scissor lift.
- There is a trailer illegally parked on the easement portion of Creekside Skatepark. The occupants are using the trash bins at the park resulting in an increase in the amount of trash to 3 full bins per week. Steve will follow up with law enforcement on getting the trailer removed.

Marina

- The Ombudsman office hours in the history room will be extended through June of 2024.
- Marina was contacted by a representative from The Real Housewives of Orange County regarding use of the Community Center for a charity event fundraiser on March 12. The one-week notice was too short to rearrange schedules for the 3 parties already booked to use the Center on that date and the request was declined.
- The new oven for the Community Center has been ordered. Delivery time is 4 weeks.
- The Homeowners Insurance Seminar which took place at the Community Center on February 17 was very well attended. Over 100 people attended in person with another 30 plus participating via zoom. A link to the meeting recording has been posted on the MRRPD FB page.
- There was a suggestion that a rain gauge be put in place for the public to see the current levels of the river during periods of heavy rain. MRRPD will research and follow up on the possibility of installing some type of signage that will show both actual and predicted levels.
- There was a wall mounted water filling station received from Zero Waste Sonoma along with the stand-alone station order. The wall mounted station will require a base and can then be installed at Creekside Skate Park. Leslie and Jim will follow up.
- The yearly audit took place on March 5. There was one suggestion with regard to information on beach receipts which will be implemented this summer.

- Marina had a concern regarding the money that was raised by community skaters through the Skatepark Fundraiser in 2021. MRRPD is the custodian of the funds but has no input on how the money is used. The skaters did not want to have those funds used as part of the Skatepark improvements currently scheduled for this spring. Because the amount of funds is too small to do any type of major improvements at the park, the concern is that the funds will remain on MRRPD's books indefinitely. The skaters will be approached again about the possibility of using the funds as part of the scheduled improvements.
- Brian and Marina met with representatives from LACO Associates who are assisting the District with the 5 year beach permit process. The cost of the permits is expected to be substantially less if a grading permit is not required. LACO will follow up and keep Brian and Marina informed as to expenses. LACO also recommended a baseline topography survey be done which would be at the MRRPD's expense. LACO will provide an estimate on cost.

5. New Business – None

6. Old Business

A. Bridge Replacement Update.

- Marina contacted Samuel Baumgardner-Kranz, Senior Engineer, County of Sonoma – Dept of Public Infrastructure who provided the following update- 'Funding has been approved for the retrofit work, and we're currently going through the process of onboarding an engineering consultant for the work. Once we have the consultant, and the engineering work begins, we will re-initiate a broader public outreach process.'
- Samuel also provided an update on the repair of the Main Street Bridge (*not on MRRPD property*) 'We anticipate that we will be able to repair this bridge this summer, provided creek flows reduce to their normal levels.'

B. Grant Updates

Per Capita

- \$60,000 reimbursement for the Community Center has been received. The Community Center project is officially closed out.
- Work at Creekside Skate Park is ready to begin as soon as the weather clears.
- The per capita grant progress status report for Creekside has been submitted to Rosalind Rowe.

C. Emergency Preparedness

- Jim and Brian will coordinate on the installation of the flood gates.

D. Update on Trails Projects (*none on MRRPD property*)

- Work continues to progress on the Monte Redwoods Regional Parks trails. Monte Rio Fire Protection District has been working with Regional Parks crews.

E. Update on SWS/ Starrett Hill Acquisition.

- Brian and Stephanie have been attending meetings with Ag and Open Space and Sonoma Land Trust. The next step will be to view the prospective acquisition area on foot once it stops raining.

7. Safety Committee Report

- Steve reported that there have not been any injuries so far this year. There was a near drowning in Guerneville and Monte Rio Fire District was one of the first responders.

8. Adjourn/Next Meeting – Adjourned at 9:17 am; next meeting April 3, 2024

