

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

**May 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 Board Chair Steve Baxman.
  
2. **Roll Call and Approval of Today’s Agenda and Minutes from April 8, 2024**  
Present: Directors Steve Baxman, Jean Sasso, Allison Baumhefner, Justin Copeland, David Gatlin and Administrator Marina McTaggart.

Justin moved, second by Allison, approval of this agenda and minutes from April 8. All were in favor.

3. **Public Comment** – None

4. **Old Business** – None

5. **New Business** –
  - A. Resolution 473- Approval of FY 2022/2023 Financial Statements

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

**B. Staff Reports**

Marina reported on the following:

- The update signature card has been turned into WestAmerica Bank. As of Monday May 13, all current board members are authorized to sign checks.
- The beach soft opening is scheduled for May 18-19 with the official opening taking place Friday May 24.
- New employee orientation took place on Saturday May 11. All new hires with the exception of one attended. Employees will be cross-trained this year so that they are able to work both the boat rentals and the snack shack. The Fire Dept gave a First Aid Safety demonstration.
- Alliance Redwoods will be storing their kayaks and canoes again this year at Monte Rio Beach during June, July and August.
- The lower parking lot will be treated on May 29 to help reduce the amount of dust from vehicles.

- It is almost time for preliminary budget discussions. Marina questioned whether a preliminary budget is actually needed if the board can pass the recommended final budget at the June board meeting. Marina has contacted Accountant Craig Collins for further guidance.

**C. Budget Committee** – a meeting will be scheduled with the accountant (subsequently scheduled for May 24 to discuss the FY 24/25 budget)

**D. Facilities/Safety Committee** – See attached minutes from May 8, 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 473 – approving FY 2022-2023 Financial Statements. Moved by Allison, second by Justin. 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 April expenses of \$24,141.59

**10. Next Meeting/Adjournment** – Meeting was adjourned at 5:21 pm. Next meeting is scheduled for June 10, 2024, at 5:00 pm.

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

**1. Call to Order – 8:30am**

**2. Roll Call and Approval of Today’s Agenda and Minutes of April 3, 2024**

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

Approval of agenda and minutes of April 3, 2024; moved by Justin; second by Jim. All in favor.

**3. Public Comment – None**

**4. Reports and Information**

Jim & Leslie

- Seasonal weed mowing is taking place at the boat ramp area.
- Snack shack trailer has been brought to the beach – boat rental trailer to follow. The snack shack trailer has been power washed and the interior cleaned.
- Irrigation systems have been brought online and tested at Park District properties.
- The installation of fencing for security purposes at Creekside Park was discussed. Will be revisited after the summer season.
- The parking situation at Creekside Park was discussed and the idea of signage indicating “parallel parking only” was brought up as a possibility. The current situation with cars pulling in and then having to back out on to Bohemian Hwy is dangerous. MRRPD will consider various signage options and solicit input from Lightwave Café.
- Leslie suggested that an additional security camera be ordered to cover the area from the parking lot to the skatepark.
- Leslie suggested the asset list for Lightwave Café be reviewed by the Park Supv. and the Administrator.
- The lighting at the school gym needs repair. Jim will follow up.
- The beach will be open 6-7 days a week this year depending on staffing availability. There will also be a ‘locals’ day with a special limited menu. Cross training of boat and snack shack employees will take place to allow more flexibility in scheduling.
- Extra beach port a potties and hand washing stations will be ordered for the 3 summer holiday weekends- Memorial Day, July 4<sup>th</sup> and Labor Day.
- Recology regulations are becoming more stringent regarding composting items being incorrectly placed in the regular and recycling bins. MRRPD staff will ascertain that all parties using our facilities are aware of and follow the regulations.

Marina

- The new oven at Community Center has been installed.
- The 5-year beach permit process is complete. A map needs to be uploaded to the EcoAtlas Project Tracker website as a condition of the North Coast Regional Water Quality Control Board Certification. Brian and Stephanie have agreed to assist in the process.

- Brian will check in with Sonoma County Public Infrastructure on the status of \$20,000 funding awarded to MRRPD by the County for the Skatepark improvement project.
- The hiring process for approximately 12 summer beach staff employees is in process. Leslie and Jim conducted interviews in April and those selected will be attending mandatory orientation on Saturday May 11.
- Friends of Monte Rio will be hosting a Celebration of Life for founding member Peter Andrews at the Community Center on June 6. They have also introduced a monthly Karaoke night.
- A community member has been observed on MRRPD property spraying an unknown liquid on our grass areas. Steve will attempt to contact the individual to determine what the liquid is and to instruct them to discontinue spraying. MRRPD passed a resolution in 2017 prohibiting pesticide and herbicide use unless necessary and then only under strict guidelines. MRRPD will document any future occurrences and seek assistance from law enforcement if needed.
- Marina reported that the Community Center restrooms have been decorated with faux plants and flowers and some artwork.
- MRRPD has contracted with Cary Ostrofe to handle the extra beach trash pickups this year.
- LACO is in the process of scheduling an inspection for the beach once the Snack Shack trailer is in place. Brian will contact LACO for more specific information on the type of inspection planned.
- Brian reported that a community member was observed etching something into the newly poured concrete at the Skatepark. Jim will see if he can remove the etching.

## 5. New Business – None

## 6. Old Business

### A. Bridge Replacement Update- **None**

### B. Grant Updates

- Rosalind Rowe from the Office of Grants and Local Services (OGALS) who was overseeing the per capita grant reimbursement process has transferred to another agency. Our OGALS contact is now Jana Clarke.

### C. Emergency Preparedness-**None**

### D. Update on Trails Projects and SWS/Starrett Hill Acquisition

- Marina confirmed that Ag + Open Space will be giving a power point presentation at the June 10 board meeting regarding the Sweetwater Springs acquisition. The presentation will take place in closed session.

## 7. Safety Committee Report

- The public wireless access point system has been installed and is operational for the public to use during a time of disaster or when there is no power, cell or internet service.
- Marina was contacted by PG&E regarding the possibility of using the Community Center during Public Safety Power Shutoffs as an indoor community resource center providing water, light snacks and device charging capabilities. PG&E would staff the facility, provide onsite security, and pay a daily rate. The committee is in favor of providing this service. Marina will follow up with PG&E.

## 8. Adjourn/Next Meeting – Adjourned at 9:29 am; next meeting June 5, 2024

