

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

**October 14, 2024, at 4:15 pm
20488 Hwy 116, Monte Rio, CA 95462
In Person**

1. Call to Order – The meeting was called to order at 5:00pm by Board Chair Steve Baxman.

2. Roll Call and Approval of Today’s Agenda and Minutes from September 9, 2024

Present: Directors Steve Baxman, David Gatlin, Allison Baumhefner, Administrator Marina McTaggart and Brian Grant and Stephanie Felch (Praxis Architects). Absent -Jean Sasso

Allison moved, second by David, approval of this agenda and minutes from September 9. All were in favor.

3. Public Comment – None

4. Old Business – None

5. New Business-

A. Planning Manager Steve Ehret of Sonoma County Regional Parks introduced himself and John McCaull, Land Acquisition Director for Sonoma Land Trust and Shanti Edwards, Stewardship Senior Project Manager for Sonoma Land Trust. Steve gave an overview of how the adjacent Regional Parks property (Monte Rio Redwoods and Open Space Preserve) aligns with the Sweetwater Springs property acquisition. John discussed the possibility of MRRPD partnering with Sonoma Land Trust on a grant with the Wildlife Conservation Board to cover pre acquisition costs including phase 1 environmental assessment, boundary survey, legal support, and a cultural resource study. A draft grant proposal will be sent to the board for review by Wednesday October 16- grant is due to be submitted by Friday October 18. A motion was made by David Gatlin to authorize Sonoma Land Trust to submit the grant, second by Allison. All in favor.

B. David Gatlin moved to accept the Facilities Committee’s recommendation to award the roof replacement contract to E. Sanchez Roofing in the amount of \$12,500. Second by Allison. Roll call vote- Steve Baxman-aye, Allison Baumhefner-aye, David Gatlin-aye.

C. Allison moved to accept the recommendation from the Personnel Committee to implement merit increases for the Administrator and Landscape and Maintenance Assistant effective January 1, 2025. Second by David. Roll call vote- Steve Baxman-aye, Allison Baumhefner-aye, David Gatlin-aye.

D. David moved to approve the Hardware Tech Inc estimate of \$9210.00 for replacement of 2 exterior doors at the Empowerment Center (Youth Center) Second by Allison. Roll call vote- Steve Baxman-aye, Allison Baumhefner-aye, David Gatlin-aye.

E. Brooke Maury applied for the board vacancy position created by Justin Copeland’s resignation and was interviewed by the Board. The vacancy announcement is posted through October 24.

F. Resolution 476 – approving Conflict of Interest Code Revision (*discussion- action item*)

6. Reports & Information

A. Board Reports –

- Allison brought up the topic of security cameras at the Amphitheater and their purpose. Leslie explained that there is only one camera and two LED lights. The camera in question was installed during the time when Monte Rio was experiencing a rash of fires that were later determined to be arson. It points to the creek area behind the playhouse. The camera is not currently operational (needs batteries), but it and the lights are deterrents to vandalism. The board was in general agreement to energize the cameras and post ‘cameras in use’ or similar signage at the Amphitheater.

B. Staff Reports

Marina reported on the following:

- MRRPD has received a request for kitchen use by someone who is interested in making bread (wholesale and Farmer’s Market sales) Marina will meet with the interested party (Peteris) in person to discuss things further.
- Additional parking restrictions for Monte Rio were discussed at the Mac meeting that took place on October 10. The restrictions are targeted for the end of Moscow Road where there have been issues with trailers in the past.
- A community resident is interested in the possibility of holding Italian Classes at the Community Center once a month. Marina will follow up.
- The Administrator will be on vacation from November 4 – November 20 but will be checking emails and communicating with office staff during the absence.

C. **Budget Committee** – the committee will be reorganized once a new board member is appointed to replace Justin Copeland

D. Facilities/Safety Committee –

- See attached minutes September 11 and October 9.
- Steve reported that there have been no recent safety incidents.

E. **Personnel Committee** – the committee met on September 11. See Section 5C above.

E. **Marketing Public Outreach** – the Committee will be reorganized once a new board member is appointed to replace Justin Copeland

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 476 – approving Conflict of Interest Code Revision. Moved by David, second by Allison.

Roll Call Vote- Steve Baxman- aye, David Gatlin-aye, Allison Baumhefner-aye.

9. Review Monthly Accounts Payable: The P&L report reflected September expenses of \$40,993.29

10. Next Meeting/Adjournment – Meeting was adjourned at 5:16pm. Next meeting is scheduled for December 16, 2024 (tentative) at 5:00 pm.

FACILITIES AND SAFETY COMMITTEE MEETING (in person)
Wednesday September 11, 2024 @ 8:30am

1. Call to Order – 8:30am

2. Roll Call and Approval of Today’s Agenda and Minutes of August 7, 2024

Present: Board members Steve Baxman and Jean Sasso; Administrator Marina McTaggart; Park Supervisor Leslie Hofelich, PRAXIS Architects consultants Brian Grant and Stephanie Felch

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

3. Public Comment – None

4. Reports and Information

Leslie

- There is a leak in an irrigation line at Creekside Skatepark. Leslie, Nick and Brian will identify the source and make the repairs.
- Beach Concessions closed on Labor Day September 2, 2024. The beach tear down has begun.
- Leslie’s assistant Nick Thayer is approaching his 90 days of probationary employment with MRRPD. Leslie will provide an employment evaluation and a recommendation that he be given a merit increase.
- The MRRPD tool shed was broken into on September 3. \$3000 worth of equipment was taken including a weed wacker and chainsaw. A police report was filed but the chances of recovering the equipment are slim. MRRPD will research installing 2 Nest cameras near the parking area and the restrooms to help improve security.
- A water bottle filling station received through a grant from Zero Waste Sonoma has been installed at Lightwave Café. The filling station counts the number of 20 oz. plastic water bottles saved from going to the landfill and is similar to ones used at airports and schools. The cost of building the base and the installation of the filling station was approx. \$900.
- Our contract with Sonoma Coast Builders for beach trash haul away has ended.
- The extra seasonal trash receptacles will be pulled and the lower beach parking lot will be closed and gated for the season beginning September 16.
- Beach food concessions were inspected by the County with an overall satisfactory rating. The only item noted was the lack of a Food Manager Safety Certificate for Leslie since she is the beach manager. Leslie was also informed that the soft serve ice cream machine is subject to a separate inspection because the use of dairy is involved. A Health Department inspector has contacted the Administrator regarding obtaining a permit and scheduling an inspection for the 2025 season.
- Several new picnic tables will be needed for the beach. The cost is approximately \$600/each.
- MRRPD has received 3 bids for replacement of the non-solar panel side of the roof. Sanchez roofing \$12,500, Northbay Roofing and Gutters \$34,200, Gorilla Roofing \$24,000. The committee will make a recommendation to the board that the Sanchez Roofing bid be accepted. Sanchez Roofing is the same company that replaced the other side of the roof.
- Two exterior doors at the empowerment center need replacement. The estimate from Hardware Tech Inc. is approximately \$9000.00.

- There is crumbling at some corners of the new construction at Creekside Skatepark. The recent improvements made by Gillis Construction are still under warranty. Brian will ask Greg Gillis to come and assess and remedy the situation before the start of the rainy season.
- The use of the gym for storage by Lightwave Café was discussed. The lease agreement is due to be renewed in January and should contain language related to storage accommodations. The storage space is needed by MRRPD to store boats and beach equipment in the off season.
- Leslie reported that the security at the Community Center was breached over Labor Day weekend. She received 2 calls from ADT regarding the Stone Hall door and the panic door. Upon arrival she discovered a 10 year old sitting in the History Room with his feet up on the table and 2 other teenagers in the men's room changing their clothes. The ADT alarm was still going off. They claimed the Stone Hall door was open, which is not possible if the alarm was set. However, it is possible for the alarm to set as long as the two sensors meet although the door may still be slightly ajar. Marina will communicate with everyone that has a key to make sure that all the doors are firmly closed. In this instance, access was gained by pulling and yanking on the Stone Hall doors.

Marina

- Marina received a request from the manager of the Anderson Valley Skatepark Project and their student leadership group to tour Creekside Skatepark as part of their mission to develop a skatepark in Boonville, CA. They are scheduled to meet with the Administrator and Brian and Stephanie of Praxis Architects on October 1 at 1:00 pm
- The Holiday Wonderland Craft Faire will be managed by MRRPD moving forward.
- Marina is working on a 'preferred vendor list' for the wedding hand out booklets
- MRRPD is sponsoring a November Ballot Measures seminar/workshop in partnership with the League of Women's Voters. The event will be held at the Monte Rio Community Center on Sunday, October 6 from 10:00am – 12:00pm.
- Marina suggested that a standard Admin/extra staff fee of \$100.00/ minimum be implemented when staff are required to be available to open gates and restrooms for public events and to haul away trash. Although there is no charge for the use of some of our venues in certain situations, if the public wants access to restrooms and parking and staff time is necessary MRRPD should be compensated.
- The MRRPD Facebook page gained over 100 followers over the summer.
- Marina is exploring the option of having weddings be a separate category for Facilities Rentals. Weddings are more labor intensive with situations coming up where facilities access is needed more than what was originally planned and paid for. She will draw up a plan for the Committee's approval.
- The contract with PG & E for the use of the Community Center as a public resource center in the event of emergency power shut offs/ natural disasters has been signed. PG &E will be making minor modifications to the building and surrounding area such as adding another ADA parking space and installing an automatic transfer switch. Modifications will be at their expense. They will also staff the facility and provide water, snacks and portable charging stations when the facility is being used as a public resource center.
- The use of the History Room for public office hours by the County Ombudsman is being discontinued effective September 24.

5. New Business – None

6. Old Business

A. Bridge Replacement Update-

- The Main Street Bridge has been repaired and reopening the road and removing the traffic lights will take place once the cement has cured. (*Main Street Bridge is not on MRRPD property*)

B. Grant Updates

- Marina has the payment request package documents assembled and ready to submit for the Creekside solar and skatepark improvements per Capita grant reimbursement

C. Emergency Preparedness-None

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

- Brian and Stephanie will continue to attend monthly meetings with Ag + Open Space and communication with Sonoma Land Trust and Regional Parks is ongoing

7. Safety Committee Report

- The summer beach season has ended without any further safety incidents.

8. Adjourn/Next Meeting – Adjourned at 9:35am; next meeting October 9, 2024

FACILITIES AND SAFETY COMMITTEE MEETING (in person)
Wednesday October 9, 2024 @ 8:30am

9. Call to Order – 8:30am

10. Roll Call and Approval of Today’s Agenda and Minutes of September 11, 2024

Present: Board members Steve Baxman and David Gatlin; Administrator Marina McTaggart; Park Supervisor Leslie Hofelich, Landscape and Maintenance Asst., Nick Thayer, PRAXIS Architects consultants Brian Grant and Stephanie Felch

Approval of agenda and minutes of Sept 11, 2024; moved by Leslie, second by David. All in favor.

11. Public Comment – None

12. Reports and Information

Leslie

- Leslie suggested the beach dumpsters be kept at the beach past Labor Day next year. This year the beach was still busy after Labor Day due to unseasonably hot weather and there were large amounts of trash. Pack it in – Pack it out signage was suggested. Members of the public using MRRPD trash cans to dispose of their personal household garbage continues to be an issue.
- Leslie is working with Ori to resolve the malfunctioning of the closed-circuit cameras at Lightwave Café.
- The deli fridge at Lightwave Café needs repair. Leslie will check and see if it is still under warranty.
- Nick has been cleaning up tree debris at Creekside and removing weeds around the boat ramp area.
- A new gate has been built in front of the toolshed to deter future break-ins.
- Nick suggested having a Community Volunteer Day next spring. Residents could help remove ivy and blackberry bushes etc. from Creekside Park and the Amphitheater. The possibility of involving students at Monte Rio School and making it an educational experience was also discussed.
- Nick asked about the possibility of doing prescribed burns for the piles of invasive plants he has been removing from Creekside because the dumpster fills up quickly. Burning at the beach berms was also suggested. Monte Rio Fire Dept will follow up.
- Leslie asked Brian about the crumbling portions at Creekside Skatepark. Brian stated that he contractor Greg Gillis has been out to assess the situation and will follow up on repairs.

Marina

- Marina reported that the manager of the Anderson Valley Skatepark Project and the student leadership group toured Creekside Skatepark and met with Brian and Stephanie on October 1st. The visit was educational and informative.
- The post-season beach inspection by LACO will take place on October 21.
- Caltrans will be inspecting the Monte Rio (Bohemian Hwy) Bridge on October 21
- Michele McDonell contacted the Administrator regarding an item on the October 10th MAC agenda that references additional parking restrictions in lower Russian River communities including Monte Rio. The District has not been contacted by anyone from the County or the MAC

and does not have any further information on the matter. Steve commented that emergency vehicle accessibility is an issue in certain areas.

- Marina presented the flyer and postcard handouts for this year's Craft Faire. The back of the postcard contains information on renting the Community Center for various types of events.

13. New Business – None

14. Old Business

E. Bridge Replacement Update- None

F. Grant Updates

- The payment request package for reimbursement of Per Capita grant improvements at Creekside Skatepark was submitted to OGALS on September 18. A request for further documentation was received on October 7. Marina will submit the additional documents.

G. Emergency Preparedness-None

H. Update on Trails Projects and SWS/Starrett Hill Acquisition

- Steve Ehret of Sonoma County Regional Parks will present at the October 14 Board Meeting and Sonoma Land Trust representatives will also attend.

15. Safety Committee Report

- No incidents to report

16. Adjourn/Next Meeting – Adjourned at 9:15am; next meeting December 4, 2024 (tentative)