

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

**January 13, 2025, at 5:00 pm  
20488 Hwy 116, Monte Rio, CA 95462  
In Person**

- 1. Call to Order** – The meeting was called to order at 5:00pm by Board Chair Steve Baxman.
  
- 2. Roll Call and Approval of Today’s Agenda and Minutes from October 28, 2024** *(no meetings held in November or December)*  
Present: Directors Steve Baxman, Jean Sasso, David Gatlin, Brooke Maury, Administrator Marina McTaggart, Brian Grant, Praxis Architects  
  
Jean moved, second by David, approval of this agenda and minutes from October 28. All were in favor.
  
- 3. Public Comment** – None
  
- 4. Old Business** – None
  
- 5. New Business-**
  - A.** Recommendation from Personnel Committee to implement COLA increases for non-seasonal employees. Motion to approve by David Gatlin, second by Jean Sasso. All in favor.
  - B.** Recommendation from Facilities Committee to approve Facilities Rate Increases effective immediately. Motion to approve by Jean Sasso, second by Brooke Maury. All in favor.
  - C.** Nominations for 2025 Board Chair and Officers. David Galin moved to nominate Steve Baxman as Board Chair and Jean Sasso as Vice-Chair. Second by Brooke Maury. All in favor
  
- 6. Reports and Information**
  - A. Board Reports-** none
  - B. Staff Reports**
    - Marina reported that the District has received the December tax installment payment of \$176,523.56.
    - Our website administrator is in the process of updating our website to conform with the most current ADA requirements. He is also reordering the tabs and changing the wording on some headings to give events and our event venues more visibility.
    - Ethics and sexual harassment training is coming due for all board members. Marina will be sending out the link to access the training modules once CSDA updates the district’s roster.

- Marina is developing several different facilities rate sheets that are more specific to the type of rental – meetings, classes, events and weddings and receptions.
- Leslie has ordered the parallel parking signs for Creekside Skatepark.
- The Monte Rio Chamber of Commerce is considering holding Big Rocky games this year.

**C. Budget Committee** – a mid-year review meeting with accountant Craig Collins is scheduled for January 22, 2025.

**D. Facilities/Safety Committee** –

- See attached draft minutes from 1-9-2025

**E. Personnel Committee** – none

**F. Marketing and 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 477 – approving signatories on outside bank accounts.** Motion to accept by Jean, second by David. Roll call vote - Steve Baxman- aye, Jean Sasso- aye, David Gatlin-aye, Brooke Maury- aye.

**9. Review Monthly Accounts Payable:** The P&L report reflected November expenses of \$20,645.28 and December expenses of \$41,459.97

**10. Next Meeting/Adjournment** – Meeting was adjourned at 5:23pm. Next meeting is scheduled for February 10, 2025 at 5:00 pm.

**FACILITIES AND SAFETY COMMITTEE MEETING (in person)**  
**Thursday January 9, 2025 @ 8:30am**

**1. Call to Order – 8:30am**

**2. Roll Call and Approval of Today’s Agenda and Minutes of November 1, 2024**

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

Approval of agenda and minutes of November 1, 2024; moved by Jean, second by Leslie. All in favor.

**3. Public Comment – None**

**4. Reports and Information**

Leslie and Nick

- Nick is trimming the oak tree at the Community Center.
- Sonoma Builders did a light power wash of the roof and coated and sealed the posts and pickets.
- Someone hit the railing at the Community Center. While it was down for repairs it was also stained and repainted before being reinstalled.
- ADT is currently on site to address sensor issues with the alarm
- The Ford Ranger has been in the shop several times for minor repairs.
- Leslie asked about the progress of the skatepark repairs for the crumbling concrete. Brian stated that Gillis Construction was set to start repairs on Monday January 13.
- A light switch at Creekside’s women’s restroom was vandalized and required replacement.
- 2 posts in front of the play structure at Koret Park were vandalized (broken off) and had to be replaced.
- PGE has installed an Automatic Transfer Switch on the side of the building in preparation for the Community Center being used as a Community Resource Center in the event of Public Safety Power Shutoffs.
- Sanchez roofing has completed the new roof installation.
- There have been continuing issues with ‘dog poop’ on the tennis courts. ‘Please clean up after your pet’ signs have been posted.
- Nick proposed several sites that could benefit from prescribed burns. Monte Rio Fire will evaluate conducting the burns once everything has dried out.
- Nick submitted a 3-part Community Workday proposal to the committee which included building burn piles, Riparian Oak Habitat Restoration and Invasive Species Removal along Schoolhouse Creek. He will submit possible workday dates, and Marina will post on FB and Nextdoor to advertise to the public.

•

Marina

- Marina reported that she received a request from a community member to have a railing installed at Creekside Skatepark. There is already a pathway that gives access to the café and does not involve using the stairs. The committee is considering possible solutions.

- There were several unforeseen issues with an organization that rented the Community Center for a meeting in early November. Marina is amending the Facilities Rules and Regulations document that clients sign to further clarify what is and what is not allowed and to further specify under what circumstances the security deposit will be forfeited.
- The grant from Orange County Coastkeeper for the purchase of a floating beach wheelchair is nearing the final stages and funds are expected to be distributed in the coming week. Once funding is received the order will be placed.
- A production company has finalized the rental of the Amphitheater for a concert series on May 31/ June 1.
- The commercial kitchen was inspected by the Health Department on January 6. A new PASS placard was issued and is displayed in the kitchen.
- The Rural Community Assistance Corp will be holding several water quality related workshops at the Community Center in the coming months.
- The Empowerment Center use agreement has been renewed for an additional year. They are expected to move to Guerneville in late 2025 or early 2026.
- Due to greater interest in renting the amphitheater space - the possibility of painting the inside of the playhouse and replacing the barn doors was brought up. Lelie will research labor and materials costs.
- Marina inquired about the possibility of posting large signs at the beach entrances stating ‘No loud or amplified music. No alcohol.’ There have been increased requests from clients getting married at Inn on the Russian River to also rent the Meadow for overflow guests, photos, mingling etc. Amplified music is a deterrent and distraction to clients renting the Meadow.
- The Lightwave Café renewal options were discussed and the committee recommended revisions in several sections. Marina will meet with Ori and Gal to discuss the committee’s recommendations and to solicit their input. She will report the results at the February meeting.
- The District is scheduled for a CAPRI (California Association for Park and Recreation Indemnity) site visit on February 6.
- A revised Facilities Rate increase proposal was presented and accepted by the Committee. The proposal will be presented to the Board at the January 13 meeting.

## 5. New Business – None

## 6. Old Business

### A. Bridge Replacement Update-

- The Bohemian Hwy (Monte Rio) bridge is no longer scheduled for replacement. Item will be removed from the agenda.

### B. Grant Updates

- Following the skatepark improvements payment package submittal a request was received from OGALS for more photos of the skatepark project. Now that the rain has stopped, additional photos will be taken and sent.
- Brian reported that the grant application submitted by Sonoma Land Trust regarding the Starrett Hill acquisition was not funded. John and Shanti of Sonoma Land Trust have asked to present

options and discuss other possible funding sources at the February Board Meeting. Marina will include them on the agenda.

**C. Emergency Preparedness-None**

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

- Refer to Section B above.

**7. Safety Committee Report**

- ‘Parallel Parking Only’ signs have been ordered for Creekside Skatepark and the street parking area will be reconfigured once the signage has been installed. The reconfiguration will eliminate the need for cars to back out of parking spaces onto Bohemian Highway.

**8. Adjourn/Next Meeting** – Adjourned at 9:42am; next meeting date February 5.