

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

**April 14, 2025, at 5:00 pm
20488 Hwy 116, Monte Rio, CA 95462**

- 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 March 10, 2025**
Present: Directors Steve Baxman, Jean Sasso, David Gatlin, Brooke Maury, Allison Baumhefner, Administrator Marina McTaggart, Brian Grant- Praxis Architects

David moved, second by Brooke, approval of this agenda and minutes from March 10. All were in favor.

- 3. Public Comment – None**

- 4. Old Business – None**

- 5. New Business-**
 - A.** Approval of Phase 2 estimate from Sonoma Coast Builders -Monte Rio Amphitheater (\$9358.70). Allison moved to approve the estimate, second by Jean. Roll call vote – Steve Baxman; aye, Jean Sasso; aye, Allison Baumhefner; aye, David Gatlin; aye, Brooke Maury; aye.
 - B.** Resolution 478 – approving FY 23/24 Financial Audit

- 6. Reports and Information**
 - A. Board Reports**
 - Steve reported that although the beach has not officially opened yet it was packed over the last weekend and there were large amounts of trash left behind.
 - B. Staff Reports**
 - Marina reported that the yearly audit went well. The most significant finding was the retention of over \$250,000.00 (which is the FDIC insured limit) in the Westamerica bank operating account. Westamerica bank does not offer a collateralized public fund checking account. Marina is researching an option to transfer the funds to the Sonoma County Investment Pool where MRRPD already has an established account
 - Marina reported that the CAPRI site visit which took place on April 10 also went well. The findings report has not yet been received.
 - Our website administrator Webhelper has introduced a new online ticketing system which will help streamline work order and change requests.

- Tony and Natalie Marchitiello will operate the beach shack as volunteers on the weekends (Fri-Sun) and sign a CAPRI approved volunteer waiver and agreement form. For the use of the snack shack during the week they will sign a facilities use agreement (n/c) and provide the required insurance documents.
- Several noise complaints were received regarding a church group that used the beach to conduct a baptism event on a recent Sunday. MRRPD is not given any advance notification prior to the event, nor do we know which church group it is.
- Most board members have completed Form 700.
- Anti harassment training is coming due for all board members as well as seasonal beach employees. Marina will send out the instructions to access the online training webinar to the board members and the training for the seasonal employees will be included as part of the beach orientation session
- There was an interest in bringing back the Boat Parade and Water Curtain for July 4th this year, but it was ultimately decided that there wasn't enough lead time to put the program in place. The Big Rocky Games will be taking place on Saturday July 5.

C. Budget Committee – None

D. Facilities/Safety Committee –

- See attached draft minutes from 4-9-25.
- The Monte Rio Fire Department will conduct a general safety and first aid training session as part of the seasonal beach employee orientation on May 10. This training is also open to the public.

E. Personnel Committee – none

F. Marketing and Public Outreach – none

7. Correspondence – None

8. Action Items – Resolution 478 – approving 23/24 Financial Audit.

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.

Allison moved, second by David to approve the 23/24 Financial Audit. Roll Call vote: Steve Baxman-aye, Jean Sasso- aye, Allison Baumhefner-aye, David Gatlin-aye, Brooke Maury-aye.

9. Review Monthly Accounts Payable: The P&L report reflected March expenses of \$54,256.25

10. Next Meeting/Adjournment – Meeting was adjourned at 5:31pm. Next meeting is scheduled for May 12, 2025 at 5:00 pm.

FACILITIES AND SAFETY COMMITTEE MEETING (in person)
Tuesday April 9, 2025 @ 8:30am

1. Call to Order – 8:30am

2. Roll Call and Approval of Today's Agenda and Minutes of March 5, 2025

Present: Board members Steve Baxman, Brooke Maury (for 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 March 5, 2025. Leslie moved to approve both the agenda and minutes, second by Brooke- all in favor

3. Public Comment – none

4. Reports and Information

Leslie and Nick

- The Community Volunteer Day that Nick organized was a big success. Between 10-15 people attended throughout the morning. The next workday is tentatively scheduled for July.
- The solar system issue at the Community Center has been resolved. PGE was contacted as it was believed something may have occurred when their contractor installed the automatic transfer switch needed in preparation for the Community Center becoming a Public Resource Center. Their contractor was able to resolve the issue.
- There is an issue with the solar system at Creekside. Leslie is investigating.
- A door at the Empowerment Center has been replaced.
- Repairs at the Koret Park playground have been completed.
- Repairs at the Amphitheater are on track. Lighting has been installed and new barn doors are in the process of being fabricated and installed.

Brian

- Brian will connect with Greg Gillis about sharing the costs of the latest Skatepark repair invoice

Marina

- A request was received from a taco truck vendor to set up in the upper parking lot during the summer months. The committee was not in favor as it would take reduce the number of available parking spaces. Marina will notify the vendor of the decision.
- A \$10,000 donation check was received from the San Francisco Foundation to be used for general operational needs.
- There was a power outage over a week ago and since then the office has not been able to print or scan. Nerds has been contacted for assistance.
- Brian and Stephanie will submit estimates and drawings for a railing installation at the entrance to Lightwave Café.
- An estimate of 62,000.00 has been received for repairs of the tennis courts.

- Marina has revised the Facilities Rules and Regulations document to clarify the sections regarding dance floors and deliveries and charges for clients requested use of the facility outside of the hours specified in the contract.
- Marina reported that there have been increased facility use requests from organizations wishing to hold meetings at the Community Center.

5. New Business – None

6. Old Business

A. Grant Updates-

- There is a grant opportunity being offered through CARPD (California Association of Recreation and Districts) that MRRPD may qualify for. The grant allows for tennis courts and skateparks projects. Marina, Brian and Stephanie will follow up.

B. Emergency Preparedness- None

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

- Brian and Stephanie continue to attend monthly meetings with Olivia Fiore of Sonoma County Ag + Open Space. John and Shanti from Sonoma Land Trust will present options and other possible funding sources for the Starrett Hill Acquisition at a future board meeting.

7. Safety Committee Report

- Yoga class attendees have requested a first aid class. Monte Rio Fire will be providing first aid training to the summer seasonal employees as part of orientation on May 10, 2025. The yoga class and members of the public will also be invited to attend.

8. Adjourn/Next Meeting – Adjourned at 9:15am; next meeting date May 7, 2025.