

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

**March 10, 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 February 10, 2025**
Present: Directors Steve Baxman, Jean Sasso, David Gatlin, Brooke Maury, Allison Baumhefner (via zoom) and Administrator Marina McTaggart.

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

- 3. Public Comment** – Natalie and Tony Marchitiello submitted their proposal for summer 2025 beach snack shack operations. They would run the shack as volunteers on Saturdays, Sundays and Holidays and provide training and support for the shack employees. In exchange they would have the use of the shack free of charge on weekdays and serve their own menu. Menus, food purchases and POS systems will be kept separate. The District will consider moving from NCR POS to Square Point of Sale system which would facilitate set up and allow for a ‘tip’ function when processing transactions. A sample menu will be provided to the board.

- 4. Old Business – None**

- 5. New Business-**
 - A.** Approval of 2 estimates from Sonoma Coast Builders -Monte Rio Amphitheater Phase 1 (\$9358.70) and Koret Park Playground (\$9717.50). Dave moved to approve the estimates, second by Brooke. Roll call vote – Steve Baxman; aye, Jean Sasso; aye, Allison Baumhefner; aye, David Gatlin; aye, Brooke Maury; aye.

- 6. Reports and Information**
 - A. Board Reports-** none
 - B. Staff Reports**
 - Marina will follow up with the accountant and the insurance company regarding any questions and requirements for the snack shack operations.
 - Marina renewed the MRRPD ad in the 2026 Sonoma County Tourism Visitors Guide and Map. The quarter page ad is \$2500 and has widespread promotional reach via the SC

website. Additionally 50,000 copies of the printed guide are distributed throughout Sonoma County including visitors centers, airports and welcome centers.

- An email request was received from West County Health Centers regarding the possibility of installing a free ‘harm reduction vending machine’ at the Community Center. The machine would be stocked with items like Narcan, Covid tests, pregnancy tests, sharps needle disposal kits, condoms etc. The location would be outside as the machine would be accessible 24/7. The board was not in favor of having the machine on Park District property. Marina will notify WCHC.
- Marina reminded board members to complete Form 700.
- The per capita reimbursement check (\$118,656.00) for solar installation at Creekside and Skatepark improvements has been received and deposited.
- A table dolly has been ordered to facilitate setting up tables for meetings and events.
- The auditor recommended the accountant request permission to write off a \$28, 935.41 invoice that was related to floor restoration projects performed by a company called ATI in 2019. The previous administrator declined to make the final payment as the company did not fulfill contractual obligations. There has been no communication from ATI since 2019. Brooke moved to have the invoice amount written off, second by Jean. All in favor. Marina will notify the accountant.

C. Budget Committee – None

D. Facilities/Safety Committee –

- See attached draft minutes from 3-4-25.
- Steve reported that a sinkhole at the tennis courts was filled by the Fire Department.

E. Personnel Committee – none

F. Marketing and Public Outreach – refer to Sec 6B above.

7. Correspondence – None

8. Action Items – none

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.

9. Review Monthly Accounts Payable: The P&L report reflected February expenses of \$20,920.62

10. Next Meeting/Adjournment – Meeting was adjourned at 5:48pm. Next meeting is scheduled for April 14, 2025 at 5:00 pm.

FACILITIES AND SAFETY COMMITTEE MEETING (in person)
Tuesday March 4, 2025 @ 8:30am

1. Call to Order – 8:30am

2. Roll Call and Approval of Today’s Agenda and Minutes of February 5, 2025

Present: Board members Steve Baxman, 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 February 5, 2025

3. Public Comment – Tony and Natalie Marchitello provided an overview and proposal for running the summer snack operations. They will attend the March 10 Board Meeting and make a presentation to the Board.

4. Reports and Information

Leslie and Nick

- Nick has assembled brush piles that are ready for chipping/burning. Monte Rio Fire will assist with chipping once the rain stops and things dry out.
- The solar system at the Community Center has stopped working. Solar Works is currently working on resolving the issue.
- There is an issue with the septic system at Creekside. McCollum Engineering is working on fixing the problem.
- The beach boat rental forms will be available in both English and Spanish this year.
- Doors at the Amphitheater have been replaced.
- Nick will take on some of the gardening duties at Creekside

Brian

- Brian submitted drawings of the monitoring wells at Creekside that Leslie had requested.
- One of the gardening volunteers at Creekside removed 4 trees without telling anyone or asking permission. The volunteer has since resigned. The District will draft a letter thanking them for their service.
- Brian and Stephanie are meeting with the original installer of the tennis courts regarding an estimate for repairs and resurfacing.

Marina

- Marina is working on beach signage that states ‘no amplified music allowed’ and ‘no alcohol allowed’.
- The yearly audit is in progress.
- The Lightwave Café renewal lease is ready to be signed.
- Brian and Stephanie will submit estimates and drawings for a railing installation at the entrance to Lightwave Café.
- The Chamber of Commerce held a successful dinner event at the Community Center.
- Brian reported that Gillis Construction has sent an invoice for \$3000 for the latest repairs at the Skatepark. Marina suggested the possibility of splitting the invoice. Brian will discuss with Greg Gillis.

5. New Business – None

6. Old Business

A. Grant Updates

- The Per Capita grant documents have been approved for payment processing. The District will receive a check in 4-8 weeks.

B. Emergency Preparedness

- The Community Center is a public resource center in the event of PGE public safety power shutoffs.
- There is a Fire Safe Sonoma meeting at the Community Center on March 9

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

- John and Shanti from Sonoma Land Trust would like to present options and other possible funding sources for the Starrett Hill Acquisition at a future board meeting.

7. Safety Committee Report

- A tree came down in the meadow. Monte Rio Fire will assist with cutting it up and hauling it away.

8. Adjourn/Next Meeting – Adjourned at 9:20am; next meeting date April 9, 2025.