

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

**February 9, 2026, 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 January 12, 2026**
Present: Directors Steve Baxman, David Gatlin, Brooke Maury, Allison Baumhefner (via zoom)
Administrator Marina McTaggart. Absent – Jean Sasso

Brooke moved, second by David, approval of this agenda and minutes from January 12. All were in favor.

- 3. Public Comment - None**

- 4. Old Business – Continuation of Beach Food Concessions in 2026.**
Leslie and Marina are revisiting the plan to have MRRPD staff Food Concessions. A former employee has expressed an interest in returning to oversee the daily operations and Leslie has been in contact with Cotati Foods regarding pricing and delivery schedules. An update will be provided to the board at the March meeting.

- 5. New Business-**
 - A. Approval of recommendation from Budget Committee to make inter budgetary transfers to balance Garbage/Refuse Category and reduce expected Beach Food Income.**
This item has been tabled until estimates on several unexpected expenses have been received.

Reports and Information

- A. Board Reports – None**

B. Staff Reports

- Marina reported that a tree at Creekside was removed at a cost of \$3200.
- Leslie is obtaining an estimate for removal of several widow makers behind the playhouse at the Amphitheater.
- The installation of the air conditioning unit at the Community Center is almost complete. Final expenses were approximately \$15,000 which includes electrical work and construction of a platform.
- Marina reminded Allison and Brooke to complete their Form 700.
- The newsletter now has 92 subscribers.
- Per the lease agreement with Lightwave Café – the monthly rent is increased by \$345 for reimbursement of last year's PGE expenses.
- Leslie purchased 20 new life vests from King's Sport and Tackle in Guerneville.
- Marina asked the board if they were still interested in pursuing a meeting with RSG Consultants regarding the possibility of forming a Community Services District. The Board has continuing reservations regarding funding and financial feasibility but are in agreement to have RSG Consultants make a presentation at a future board meeting. Marina will follow up on a meeting date.
- Accountant Craig Collins has filed the MRRPD 2025 tax return. The District owed \$1740.
- Marina provided clarification on questions posed during the budget committee meeting. The webhosting and internet fees category is comprised of Comcast expenses for the Community Center, Lightwave Café and the beach as well as the ATT expenses at the Empowerment Center. The professional services webmaster category is comprised of Webhelper \$300/month expenses for website maintenance and support. Telephone expenses are separated out of the Comcast bills and has its own category.
- Marina has a meeting scheduled with Jeff DuVall, Manager of Sonoma County Office of Emergency Services on February 25. The topic will be the status of opening the Monte Rio Community Center as a public resource center during prolonged PGE power outages.
- Marina reminded the board of the upcoming Council of Governments meeting scheduled for April 18. Any questions or topics of concern can be submitted to the District Field Representative Debbie Ramirez.

C. Budget Committee –

- Draft minutes from 2-2-26

D. Facilities/Safety Committee –

- Draft minutes from 2-9-26

E. Personnel Committee – None

F. Marketing and Public Outreach –

- Draft minutes from 2-2-26

7. Correspondence – None

8. Action Items – None

9. Review Monthly Accounts Payable: The P&L report reflected January expenses of \$47, 373.27

10. Next Meeting/Adjournment – Meeting was adjourned at 5:32pm. Next meeting date will be March 9, 2026.

FACILITIES AND SAFETY COMMITTEE MEETING (in person)

February 4, 2026 @ 8:30am

1. Call to Order – 8:30am

2. Roll Call and Approval of Today’s Agenda and Minutes of January 7, 2026

Present: Board members Steve Baxman, David Gatlin (sitting in for Jean Sasso), Administrator Marina McTaggart; Park Supv., Leslie Hofelich, Brian Grant and Stephanie Felch, Praxis Architects.

Approval of agenda and minutes of January 7, 2026. Leslie moved to approve both the agenda and minutes, second by David- all in favor

3. Public Comment- None

4. Reports and Information

Leslie

- Routine maintenance and landscaping tasks continue on a daily basis. Leslie inquired about hiring a landscaping company to help with the jobs needed while Nick Thayer is off work due to a job-related injury.
- Leslie is coordinating with Sonoma Coast Builders to replace the lock on the lower beach gate and to move the gate from under the bridge to a more visible location.
- The air conditioning unit will be in place by next week.
- Leslie is in the process of obtaining a third bid for the repaving/stripping of the tennis courts.
- An individual doing ‘donuts’ in the upper and lower beach parking lots continues to be a problem. If a license plate can be obtained the incidents can be reported to law enforcement.

Marina

- The Community Center commercial kitchen was inspected by the Sonoma County Health Department on January 15 and passed the inspection with no issues. If beach food concessions continue operations this summer Marina will be taking the Serv Safe Management course.
- Marina continues to follow up on why the Community Center was not opened to the public by PGE during the power outage over the Christmas holiday. Che Casul has provided a contact at Sonoma County Office of Emergency Services and Marina will get in touch.
- A grant request in the amount of \$4000 has been submitted to the County for assistance with 2026 garbage and refuse expenses.
- The Gold Ridge Fire Dept conducted two days of training at the Community Center on January 27th and 28th.
- Boat rental operating days and hours for the summer are expected to be Thursday – Sunday from 10-6. Food concession days and hours may vary. Both boat rentals and food concessions will be open on Monday holidays.
- California Office of Emergency Services (Cal OES) has contacted the District regarding closeout of 4 Project Worksheets related to the 2019 flood (damage to the teen center, slide damage at Creekside, loss of the concession trailer and eligible management costs) for which reimbursement has been received. The requested information was provided but more detailed information is needed – namely receipts for the damage repair at Creekside. Marina is assembling the documents.
- A cycle club organization called Grasshopper Adventure Series has rented the Community Center for 2 days in late March for registration and after ride use.
- Russian Riverkeeper is currently providing assistance with trash pickup on Mondays and Fridays at the Community Center, the Amphitheater and Creekside.
- It was suggested that a local floral shop might be a good tenant for the Empowerment Center space. Brian reported that WCCS may vacate the premises in May.
- Brian stated that the community gardeners at Creekside have expressed interest in erecting a greenhouse. The materials are available and the gardeners would do the installation. There may be some minimal cost to the District. The structure would be temporary and dismantled if problems such as vandalism occur.
- Brian and Stephanie showed the committee a map of the park project that is being proposed for Guerneville at the Park and Ride location. (*general community interest- not part of MRRPD properties*)

5. New Business – W-Trans Proposal – review partial active transportation plan for Monte Rio (*discussion- possible action*) The committee discussed the proposed study that was commissioned by the County to improve pedestrian and bike safety around the triangle, over (but not including) the bridge to Fir St, Main Street and the Creekside Skatepark areas. Once the study is complete there will be input sought from the Community. No action is needed at this time. The transportation plan will be included in the February 9th board packet as information for the board.

6. Old Business

- A. Grant Updates-None
- B. Emergency Preparedness- Policy is in the process of being updated.
- 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. A presentation to the MRRPD Board will take place in early spring.

7. Safety Committee Report-

- MRRPD will increase the number of life vests available for public use on both sides of the beach this summer
- The Rental agreement, waiver and release form used for boat rentals will be updated to include an ‘active or passive’ negligence clause suggested by CAPRI and to change the warning paragraph to add that ‘swimming west of the bridge is very dangerous and highly discouraged’. The forms will also be available in Spanish.
- MRRPD will install more signage advising use of life vests, not swimming alone and not consuming alcohol before swimming.

8. Adjourn/Next Meeting – Adjourned at 9:25 am.

Monte Rio Recreation & Park District (MRRPD)

Marketing Committee Meeting Minutes

Date: February 2, 2026

Time: 10:14 AM – 10:56 AM

Location: MRRPD Office, Monte Rio Community Center (hybrid)

Attendees

- Marina McTaggart
- Alison Baumhefner
- Brooke Maury

1. Call to Order

The meeting was called to order at 10:14 AM by Marina McTaggart.

2. Approval of Agenda and Prior Minutes

The agenda for the meeting and the minutes from the June 26, 2025 Marketing Committee meeting were reviewed and approved.

3. Discussion: Marketing Budget and Prior Spend

The committee reviewed the current fiscal year marketing budget. The total FY 2025–2026 allocation was confirmed at \$4,000. Marina reported that approximately \$409 has been spent to

date on miscellaneous marketing-related expenses, leaving an estimated remaining balance of \$3,591.

The committee discussed prior paid advertising efforts, including regional tourism placements, and noted that these expenditures did not clearly correlate to increased facility bookings. Demand for the facilities was described as variable and difficult to predict year over year.

Given this context, the committee agreed that remaining funds should be used deliberately and focused on assets that clearly communicate the value and flexibility of MRRPD facilities.

4. Discussion: Marketing Priorities and Positioning

The committee identified the Community Center, Amphitheater, meadow, and surrounding grounds as the District's strongest marketing assets. Discussion focused on the need to better showcase the facilities as affordable, flexible venues suitable for a range of uses, including weddings, celebrations of life, meetings, and community events.

It was noted that many visitors and regular users are not aware of the full range of event possibilities, often perceiving the space as single-purpose. Improving visual representation of different event configurations was identified as a key opportunity.

5. Marketing Collateral and Photography

The committee discussed developing a professional, all-purpose event brochure or booklet that highlights different event types and provides visual examples of how the facilities can be configured. This collateral would be used both digitally and in print.

High-quality photography was identified as a priority. The committee discussed engaging a local photographer to capture images of event setups, amenities, kitchen facilities, outdoor spaces, and overall property context. These images would support the website, social media, and printed collateral. The potential to supplement professional photos with event images, where renters have granted permission, was also discussed.

6. Website, SEO, and Social Media

The committee revisited prior discussions regarding search visibility and noted that MRRPD does not currently appear prominently in common online searches related to local weddings and event venues.

Marina confirmed that an existing Instagram account has been identified and shared with the committee: @monterioweddingsandevents. The committee agreed that Instagram represents a strong opportunity to visually showcase event setups and facility configurations and to increase awareness of the District's event offerings.

The committee also discussed the importance of maintaining clarity across social platforms and avoiding confusion with older or inactive accounts.

7. Action Items

- Photography: Marina to explore engaging a local photographer and define a list of desired shots and use cases.
- Marketing Collateral: Marina to begin outlining content for an all-purpose event brochure covering weddings, celebrations of life, meetings, and other events.

- SEO Awareness: Alison to continue informal research into local search visibility for relevant event and wedding-related terms and share findings with the committee as appropriate.
- Strategic Input: Brooke to provide advisory input, as needed, on digital visibility and social media strategy.

8. Next Steps

The committee agreed that progress on photography, marketing collateral, and social media efforts would be shared via email and included in a future board update.

9. Adjournment

The meeting was adjourned at 10:56 AM.

**MINUTES
BUDGET COMMITTEE MEETING
OF THE MONTE RIO RECREATION AND PARK DISTRICT
Monday February 2, 2026**

1. Call to order: 9:30

2. Roll Call and Approval of Agenda and Minutes:

Present: Board members Allison Baumhefner (via zoom) and David Gatlin (via zoom), District Administrator Marina McTaggart

Approval of this meeting's agenda and minutes of Wednesday June 4, 2025 moved by David Gatlin and second by Allison Baumhefner. All in favor.

3. Public Comment: None

4. Reports and Information: None

5. Old Business: None

6. New Business:

A. FY 25/26 Mid Year Budget Planning review

The Committee reviewed the YTD Budget vs Actuals and recommended inter budgetary transfers to balance the Garbage/Refuse Category and to reduce expected income in the beach food category

7. Next Meeting: Date and time of the next meeting to be determined.

8. Adjournment: 9:56

Exhibit A

Budget Transfers

Approved by MRRPD Board of Directors on 2-10-25

Move \$6000 from Maintenance Contractors as follows

\$4000 > Payroll Maintenance

\$2000 > Payroll Seasonal Employees

Move \$6000 from Recreational Supplies as follows:

\$4000 > Beach Maintenance

\$2000 > Garbage/Refuse

Other changes-

\$1000 from July 4th > Water

\$2000 from Maintenance General > Water

\$1000 from Repair Maintenance YC > Water

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1. Call to order: 9:30

2. Roll Call and Approval of Agenda and Minutes:

Present: Board members Allison Baumhefner (via zoom) and David Gatlin (via zoom), District Administrator Marina McTaggart

Approval of this meeting's agenda and minutes of Wednesday June 4, 2025 moved by David Gatlin and second by Allison Baumhefner. All in favor.

3. Public Comment: None

4. Reports and Information: None

5. Old Business: None

6. New Business:

A. FY 25/26 Mid Year Budget Planning review

The Committee reviewed the YTD Budget vs Actuals and recommended inter budgetary transfers to balance the Garbage/Refuse Category and to reduce expected income in the beach food category

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