

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

**October 13, 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 September 8, 2025

Present: Directors Steve Baxman, David Gatlin, Brooke Maury, Jean Sasso, Allison Baumhefner, Administrator Marina McTaggart, Leslie Hofelich- Park Supv., Nick Thayer - Landscape and Maintenance Asst., and Brian Grant – Praxis Architects.

Brooke moved, second by David, approval of this agenda and minutes from September 8. All were in favor.

3. Public Comment - None

4. Old Business – None

5. New Business-

A. Approval and selection of air conditioning installation bid. The board reviewed the 3 bids submitted and selected Brown’s Heating and Air as the contract awardee. Leslie will follow up on scheduling. Roll call vote- Steve Baxman -aye, Jean Sasso-aye, Allison Baumhefner- aye, David Gatlin-aye, Brooke Maury-aye.

B. Approval of transfer of \$10, 028.80 from West America savings account to West America operating account. The transfer of funds was approved by the board, and the savings account will be closed out. Monies will be transferred to the District’s Sonoma County Investment fund account at a better rate of interest. Roll call vote- Steve Baxman-aye, Jean Sasso-aye, Allison Baumhefner-aye, David Gatlin- aye, Brooke Maury-aye.

C. MRRPD response to RSG solutions questions regarding possible CSD formation. The board reviewed answers to the questions submitted by Nick Thayer and Brian Grant. After discussion it was agreed that Marina would work with Brian and Nick to draft a document incorporating language from both sets of answers into a consolidated document to be submitted to RSG Consultants. Nick is in the process of setting up an informational zoom meeting date with RSG Consultants which will be attended by Nick, Marina, Brian and Stephanie. All board members will also be invited to attend once the date and time has been finalized.

6. Reports and Information

A. Board Reports - none

B. Staff Reports

- Marina stated that the minutes from the Facilities and Safety Committee meetings will be posted on the website under “Facilities and Safety Committee’ moving forward. Currently the District has been following the procedure set by the previous administrator and attaching FSC minutes to the board meeting minutes. The new process will make it easier for members of the public to view the minutes. Minutes from prior FSC meetings will be posted retroactively as time allows.
- The District’s website administrator Webhelper has updated our site with ADA enhancements.
- Marina asked for the board’s opinion on operating food concessions next year. The board was in general agreement to pursue private food truck vendor options.
- There continue to be issues with personal household garbage being deposited into MRRPD trash receptacles and people who are using the beach and leaving large amounts of trash behind. This is a continuous ongoing problem. There was a brief discussion regarding gating the upper parking lot in the off season to help alleviate the trash situation, but it was deemed not feasible.
- The Holiday Wonderland Craft Faire takes place November 29 and 30. Currently 11 vendors are signed up and there is room for approximately 4 more. Leslie inquired about organizations and community groups being allowed to have tables at the event. Unfortunately, there is only enough space to accommodate vendors.
- The second MRRPD newsletter was sent out. There are approximately 80 recipients. The featured article was about the targeted goat grazing and the transhumance event.
- The use agreement and MOU between MRRPD and Friends of Monte Rio is being updated.
- Event bookings have reached the end of the ‘old rate’ clients, and all current and prospective clients will be booking with the new rental rates. Marina reported doing 3 tours in the last week.
- Nick reported that the targeted grazing effort achieved all goals and was a well-attended Community event with the entire Monte Rio School participating.

C. Budget Committee – None

D. Facilities/Safety Committee –

- Draft minutes from 10-8-25

E. Personnel Committee – None

F. Marketing and Public Outreach – None

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 September expenses of \$37,627.98

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