

**SPECIAL MEETING OF THE BOARD OF DIRECTORS
MONTE RIO RECREATION AND PARK DISTRICT
Monday, August 6, 2012, AT 5:00 P.M
Monte Rio Community Center, 20488 Hwy 116, Monte Rio, CA 95462**

1. Call to Order: The meeting was called to order at 5:06 p.m. by Treasurer/Director, Katrina Thurman.

Roll Call: Present: Cathy LaPlante, Katrina Thurman, Peter Andrews, Brian Grant and Diane DeMartini.

2. Public Comment: None

A short discussion ensued relating to the purpose of the meeting and the current operating budget.

3. Old Business: 2012/2013 Budget – Discussion & Recommendations from Committees:

MPOC – Peter Andrews the following items for the MPOC Committee;

Wedding Shows as marketing item \$800 per expo.

Community Dinner event for public outreach

Banners for the Beach and Creekside Park \$400.00

Newsletter – To either participate in an existing agency newsletter such as Russian River Alliance, or to develop our own. MPOC feels it should be printed matter and do a physical mailing. \$1,000.00. Postcards & Poster printing, like the Summer Fun postcard to advertise MRRPD events \$1,000.00

Website Development - Changes to the current Website and the management of communications to the public relating to posting agendas etc., pictures and bios of the Board of Directors.

Peter Andrews commented that he would like to see the District Budget set up by programs. He would like to see the revenue and expense margins in each of our revenue streams.

Computer Upgrades – Peter said that the second District Computer had been cleaned but that if we wanted two very functional computers in the District we would add up to \$1,000 to the budget.

Administrative/Organizational Outreach – Interface to all Community Partners, Stakeholder Organizations, and other RPD's. Which would require increased staffing hours and/or additional staffing.

Programs – Cathy LaPlante recommended implementing Rec & Park Programs. She suggested doing some research on the costs associated with Programs for adults and children such as tennis lessons as a priority item. Cathy felt that programs would also automatically increase our public outreach and that revenue generating programs should be a priority. Peter added that he received an email from Sonoma County Regional Parks announcing a river swim lessons program in cooperation with the local YMCA. Katrina asked if the Park ever considered doing our own programs like Yoga in house. Dawn Bell said that in the past, the District partnered with West County in 08/09 but that due to budget cut and lack of funding these ideas never got off the ground. Katrina asked if the District should form a Programs Committee. A short discussion ensued about the formation of a new committee; some suggestions included adding another P (programs) to the current MPOC committee. It was decided to put this topic on the October meeting agenda.

5:37 p.m. Steve Baxman joined the meeting

Creekside Park – Peter suggested that the District have an identified budget for the opening of the new Creekside Park facility. He said that in all likelihood, we could be having the Ribbon Cutting in June. He also said that the maintenance for the facility should be in the operating budget as well. Most agreed that we would not actualize many bills or expenses until fiscal year 13/14. Brian Grant said that the Facilities Committee had budgeted for Creekside related expenses.

Safety Committee – Steve Baxman said that there was still the large hole in the middle parking lot that needed to be fixed. Diane DeMartini advised that she would call Fish & Game to try to get them to commit to the maintenance work on the parking lot.

Personnel Committee – Katrina Thurman said that the Committee would be meeting soon to discuss staffing compensation and expense reimbursement issues.

Facilities Committee – Brian Grant had prepared a spreadsheet addressing Landscape & Building maintenance, janitorial, and building improvement issues. Katrina Thurman asked if there was a priority order for the Facilities Committee list and that should also be asked of MPOC. Brian said the Committee would prioritize at their next meeting. Peter Adrews stated that the MPOC list was presented in order of priority. Cathy LaPlante felt that programs should be moved up on the list.

Budget Committee – Katrina Thurman said for the most part the Committee was focused on implementing cost savings by fiscal management changes such as bringing accounting in house and streamlining banking procedures,

6. New Business

District Reserves – Katrina Thurman asked that Diane DeMartini give an overview on the changes to FYE 11/12. Diane reported that there was a one-time release of previously impounded tax revenue of approx. \$35,000 and that the County anticipated the release of Redevelopment funds in February & May of 2013 which could be significant. Diane felt that it was likely that the District would be able to operate through the FY 12/13 period without the LOC offered by Sonoma County.

2010/2011 Audit & Management Letter – Katrina Thurman gave an overview of the 10/11 Audit and its findings. Steve Baxman said that the management letters are consistent with previous years but that there were no significant deficiencies or problems that the District was required to correct. Katrina Thurman then addressed the internal controls management letter which requires a written response from the Board. She said that the Auditor just wanted clarification on the invoice approval process for the Creekside Park project. Katrina said that all we can do is respond to the management letter with our internal controls and corrective action today, which will address all issues and is sufficient, and that the cautionary comment on the District's cash position has been resolved.

9. Adjournment: The meeting adjourned at 6:02 p.m.

Diane DeMartini