



## Regular Board Meeting

### Minutes

June 11, 2015

The regular meeting of the Board of Directors was convened by Chair Mae Cendaña-Torlakson at 6:30 p.m. at the Ambrose Community Center, 3105 Willow Pass Road, Bay Point, CA.

#### 1. Opening Ceremonies:

**Roll Call:** Board Members Present: Garcia, Dawson, Cendaña-Torlakson, Hudson, Mason  
Staff Present: Long, Giles  
Audience Present: Approx.

#### 2. Pledge of Allegiance:

The Pledge of Allegiance was led by Lupe Lopez-Garcia, a member of the Bay Point Municipal Advisory Council.

At this point, Chair Cendaña-Torlakson stated that she was pulling item C under Board Matters from the agenda as staff has received new information on the item and will bring it back at a later date.

Chair Cendaña-Torlakson also gave her quote of the month, "Live to learn and learn to live".

Director Mason made a statement on the governance process and about the Board being trustees of the community.

#### 3. Approval of Agenda:

**Motion:** Approve the Agenda removing item 12c from Board Matters.

**Motion:** Garcia **Second:** Hudson

**Action:** **Roll Call Vote:** 5 ayes/Motion Passed

#### 4. Consent Calendar:

Director Hudson requested items **b, c, d, e & f** be pulled for discussion.

**Motion:** Move to approve consent calendar items **a** as presented.

**Motion:** Mason **Second:** Hudson

**Action:** **Roll Call Vote:** 5 ayes/Motion Passed

On item **b** (approval of warrants), Director Hudson questioned two warrants to D&H Landscaping and Mr. Long stated one was the monthly and one was for extra cleaning until our maintenance worker returns. Director Hudson also asked why there was a fuel charge on the gas bill when the maintenance worker is out. Mr. Long explained that we have a district vehicle that is used by other staff members.

**Motion:** Move to approve Consent Calendar item **b**.

**Motion:** Hudson **Second:** Garcia

**Action:** **Roll Call Vote:** 5 ayes/Motion Passed

On item **c** (financial report) Director Hudson stated that she could have asked Mrs. Rodrigues and/or Mr. Long about these items but did not have time to meet them before the meeting. She noted the increase in property taxes, asked what the Miscellaneous General Fund included, asked about the Neighborhood Park assessment income and asked for an explanation of the Capital Projects expense.

**Motion:** Move to approve Consent Calendar item **c**.

**Motion:** Hudson **Second:** Dawson

**Action:** **Roll Call Vote:** 5 ayes/Motion Passed

On item **d** (staff reports) Director Hudson had questions from the Recreation Coordinator's report on the Keller Grants. There were comments on offering a soccer program. Director Cendaña-Torlakson stated that she liked the Teen Center report that had pictures of the activities and the Board members agreed.

**Motion:** Move to approve Consent Calendar item d.

**Motion:** Garcia **Second:** Dawson

**Action: Roll Call Vote:** 5 ayes/Motion Passed

On item **e** (D& H Landscaping contract renewal) Director Hudson had questions on the contract not including the neighborhood parks, having them work different days than the maintenance worker, weed abatement at the upper ball field at Ambrose Park.

**Motion:** Move to approve Consent Calendar item e.

**Motion:** Garcia **Second:** Hudson

**Action: Roll Call Vote:** 5 ayes/Motion Passed

On item **f** (Promoting Safe and Stable Families Grant contract) Director Hudson had questions on fiscal impact/"in-kind" services, evaluation techniques, benchmarks and other responsibilities.

**Motion:** Move to approve Consent Calendar item f.

**Motion:** Hudson **Second:** Dawson

**Action: Roll Call Vote:** 5 ayes/Motion Passed

**5. Presentations/Introductions:**

**a. Presentation of a donation by the Ambrose Lions Club.** Director Garcia stated that Carolynne Born of the Lion's Club could not be present and asked her to present the check which represented a percentage of their proceed from the carnival they held on our Clearland property. Mr. Long stated it was for \$1,000. There was a short discussion on spending the funds on repair of the Lion's Den at Ambrose Park.

**b. Introduction: Jontelle Fisher, Recreation Coordinator.** Mr. Long introduced our new Activities Coordinator, Jontelle Fisher. Ms. Fisher gave a bio on her background including a degree in Sports & Recreation Management which she would be completing this month. She said she was excited to be here and help the community as much as she can.

**6. General Manager's Report:**

The General Manager, Doug Long gave brief reports on the following topics:

1. Auditorium Floor – completed on time and below budget
2. Work party at Community Garden – 26 people attended on May 16<sup>th</sup> , all boxes weeded and cleaned
3. Boeger Park – water leak, Golden State Water notified, couldn't find, finally turned off at 7:15 pm.
4. Teen Center Grant – awarded for next year \$71,000+, program is doing great things
5. Kaiser Grant – \$10,000 for Bidy Sports for next year
6. Online Registration – up and running and participants have registered online already
7. Unity in the Community – co-sponsoring and will have a booth with info this year
8. Lawn Signs – Lawn signs have been set at the parks regarding doing our part for the drought. Good feedback already on social media.
9. Homeless at Ambrose Park – Meeting with Pittsburg police department and public works department to work on a strategy to address the situation
10. Pool Redesign – Meeting with Siegfried regarding the pool redesign and plans to go forward on the project.

Director Mason reported cars on the lawn, restrooms open 24-7, homeless using pool change rooms and police not being able to do anything if the homeless have keys and access.

**7. Legal Counsel Report:**

None

**8. Public Communications:**

Public comments were made on lowering our water use percentage higher than the required 12% to help other areas of California; issues at Ambrose Park including Lion's Den not clean, bathrooms not clean, needles found throughout the park, garbage cans full and homeless using the pool facilities, weeds in ballfield and basketball courts; thanking District for the new auditorium floors; Lynbrook Park being clean and used a lot for soccer and helping by throwing away things you see laying around.

**11. Public Hearing:**

**a. 2014/2015 Final Budget & 2015/2016 Proposed General Operation Budget.** Mr. Long made a power point presentation explaining each slide. He stated we are still on limited funds and need to use them wisely and efficiently. He made points including assigned and unassigned funds, status quo budget for next year; new part time maintenance position, \$109,000 possible carryover from this year, no service cuts, \$46,000 state grant monies earmarked for CDBG restroom renovation project, \$50,000 for 20 year Master Plan, security cameras at Ambrose Park, fibar for all park playground areas and constant irrigation issues. Chair Cendaña-Torlakson opened the Public Hearing and there were comments on the budget not being available to the public, how the assessment funds should be spent, getting nothing for the rent paid for the

Lion's Den, a question on when Ambrose Park was built and the donors being angry if they could see it now. The Public Hearing was closed. The Board members had clarifying questions and comments on the difference in expenses between different parks, the \$50,000 20 year Master Plan not being a priority, Ambrose Park being our #1 priority, accounts with funds not being spent, homeless and legal issues in Ambrose Park partly being the location, Ambrose Park deteriorating over the years and wanting people to know there are good things happening at the Community Center and in the District.

**Motion:** Move to approve the 2014/2015 Final Budget and the 2015/2016 proposed General Operation Budget including the recommendations to move \$21,500 from assigned to unassigned and to include \$50,000 for a 20 year Master Plan.

**Motion:** Garcia **Second:** Dawson

**Action: Roll Call Vote:** 4 ayes/1 no (Mason)/Motion Passed

## 12. Board Matters:

**a. Consider accepting the 2015/2016 Engineer's Report as presented by Community Economic Solutions and adopt Resolution #14/15-03 to Order Improvements and set a Public Hearing for the Ambrose Parks Assessment District.** Mr. Long introduced Mr. Chuck Crandall from Community Economic Solutions who explained what the Ambrose Parks Assessment District entailed and the annual Engineer's Report was required by law and explained the process to arrive at the information in the report. There was public comment that the Public Hearing is for the public to tell where they would like the money spent, the funds can only be spent on Ambrose Park and the Community Center and what the community does if they feel it is not being spent where required. Mr. Crandall stated that the public needs to stay involved and the Public Hearing is to ask how the money is being spent and why do we have an assessment district. He stated that it could be spent on construction, maintenance, operations and services to the community. He also said the budget provided by the district included in the report shows it has been spent at Ambrose Park and the Community Center. The Board had a few clarifying questions on the report and there were a few minor changes to the history of the district noted.

**Motion:** Move to accept the 2015/2016 Engineer's Report as presented by Community Economic Solutions and adopt Resolution #14/15-03 to Order Improvements and set a Public Hearing for the Ambrose Parks Assessment District.

**Motion:** Garcia **Second:** Dawson

**Action: Roll Call Vote:** 5 ayes/Motion Passed

**b. Consider adopting Resolution #14/15-04 to authorize a Paid Sick Leave Policy pursuant to AB1522 for part-time employees and establishing the accrual method.** Mr. Long stated that the law will take effect on July 1, 2015 for sick leave for part-time employees. He explained the options for accruing the sick leave and recommended the best option for the District. Board members had a few questions.

**Motion:** Move to adopt Resolution #14/15-04 to authorize a Paid Sick Leave Policy pursuant to AB1522 for part-time employees and establishing the accrual method of providing at least 24 hours (3 days) at the beginning of a 12 month period of paid sick leave for each eligible employee to use per year and set a minimum usage increment for paid sick leave of 15 minutes.

**Motion:** Dawson **Second:** Hudson

**Action: Roll Call Vote:** 5 ayes/Motion Passed

**c. Consider authorizing the General Manager and a designated Board member to act on the District's behalf as signers on the District's money market account at Bank of the West.** This item was removed by the Chair.

**d. Consider selecting a date to conduct a Strategic Planning Workshop.** All agreed on Thursday, July 16<sup>th</sup> at 5:30 p.m.

**e. Consider authorizing the Board Chair and/or General Manager to send a letter to State or Local elected officials in support of California Parks & Recreation Society (CPRS) and/or California Special Districts Association (CSDA) endorsed legislative action when the deadline to submit a letter of support comes before the next regularly scheduled Board meeting.** Chair Cendaña-Torlakson explained why she wanted this on the agenda for approval and wanted CSDA changed to California Association for Recreation and Park Districts (CARPD). There were Board comments on giving blanket approval for something they don't know about, it may or may not ever happen and trusting the General Manager to know when it is needed.

**Motion:** Move to authorize the Board Chair and/or General Manager to send a letter to State or Local elected officials in support of California Parks & Recreation Society (CPRS) and/or California Association for Recreation & Park Districts endorsed legislative action when the deadline to submit a letter of support comes before the next regularly scheduled Board meeting.

**Motion:** Cendaña-Torlakson **Second:** Dawson

**Action: Roll Call Vote:** 3 ayes/2 noes (Mason, Hudson)/Motion Passed

**f. Consider adopting Resolution #14/15-05 Recognizing July as Parks Make Life Better Month.** Mr. Long stated that this is an annual event to bring awareness to the community of the benefits of parks. He said the California Parks and Recreation Society website has discount coupons and deals for all kinds of parks for the month of July. It was asked if it was on our website and Mr. Long said they would put it on with an explanation. There was a public comment by Annette Ramirez stating that there would be a clean-up and BBQ day at Ambrose Park on July 11<sup>th</sup> and Habitat for Humanity was involved and Mayor Longmire of Pittsburg would be cooking. She stated that they have trash pickers, power washers and paint asked what they could do. Pittsburg is working on a grant to refurbish ball fields for low income communities so they would not be working on the ball fields. She said the event will work well with the July Parks Make Life Better.

**Motion:** Move to adopt Resolution #14/15-05 recognizing July as Parks Make Life Better Month.

**Motion:** Hudson **Second:** Dawson

**Action: Roll Call Vote:** 5 ayes/Motion Passed

**13. Committee Reports and Board Comments and Items for Next Agenda:**

Comments were made on the June 13<sup>th</sup> community clean up at Calvary Temple Church and details were given on eligibility and restrictions, the Spring Derby being well attended and a great event and advice to the General Manager.

**13. Closing Ceremonies:**

a. Adjournment.

**Motion:** Move to adjourn the meeting.

**Motion:** Garcia **Second:** Dawson

**Action: Roll Call Vote:** 5 ayes/Motion Passed

Approved by the Board of Directors on \_\_\_\_\_

\_\_\_\_\_  
Signature of Board Member