



Regular Board Meeting

Minutes

November 12, 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, Rodrigues
Audience Present: Approx. 10

2. **Pledge of Allegiance:**

The Pledge of Allegiance was led by resident Mrs. Vivian Lisa.

Chair Cendaña-Torlakson gave her thought of the month "Ability may get you to the top, but it takes character to keep you there" by basketball coach John Wooden.

3. **Approval of Agenda:**

Director Mason requested item 10f be removed because the information is incorrect.

Motion: Approve the Agenda as presented.

Motion: Garcia **Second:** Dawson

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

4. **Consent Calendar:**

Director Dawson complimented Mrs. Rodrigues, the Administrative Assistant, for the detailed information on the water bills. Director Cendaña-Torlakson asked that on item 12, Committee Reports and Board Comments, "there were no updates" be added to her comment on the West Pac right of way in Pittsburg for the Greater Delta Trail.

Motion: Move to approve the consent calendar with the noted change to the minutes.

Motion: Hudson **Second:** Garcia

Action: Roll Call Vote: 5 ayes/Motion Passed

5. **Presentations/Introductions:**

None.

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

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

1. Ambrose Pool Project – City of Pittsburg has approved the final plans for the pool project
2. EMG/Facilities Master Plan – continuing study and will have a report in a few months
3. Haunted House & Dance – about 80 went through; 100 at the dance; staff did a great job
4. Sandbags – received sand for sand bags which will be needed this winter
5. Center Restroom Project – will be soliciting bids; packets available next week

7. **Legal Counsel Report:**

None

8. **Public Communications:**

None

9. **Public Hearing:**

None

10. Board Matters:

a. Discussion regarding the scope of services provided by District Legal Counsel and California Association for Park & Recreation Indemnity (CAPRI). Mr. Long introduced Mr. Pat Cabulagan from CAPRI who explained the services they provide and some of the coverage we have. There was a question on potential claims, the steps taken and when they get an attorney involved. Director Hudson stated that there was a claim by a Mr. Pohl that the Board denied but she said all the board members agreed that they would like some backup. District Counsel, Curtis Kidder explained what he does for the District.

b. Consider executing a Memorandum of Understanding with Community Concern for Cats to implement a Trap-Neuter-Release Program at Ambrose Park. Mr. Long stated this was in response to a Board request from the October meeting in order to keep the program at Ambrose Park. There were a couple of positive comments on the program.

Motion: Move to approve the Memorandum of Understanding with Community Concern for Cats to implement a Trap-Neuter-Release program at Ambrose Park.

Motion: Hudson **Second:** Dawson

Action: Roll Call Vote: 5 ayes/Motion Passed

c. Consider subordinating pass-through payments relating to issuance of refunding bonds by the Successor Agency of the Redevelopment Agency (RDA) of the City of Pittsburg. Mr. Long explained the item and introduced Brad Farmer from City of Pittsburg who further explained the request. There were a couple of questions.

Motion: Move to subordinate pass-through payments relating to issuance of refunding bonds by the Successor Agency of the Redevelopment Agency of the City of Pittsburg.

Motion: Dawson **Second:** Mason

Action: Roll Call Vote: 5 ayes/Motion Passed

d. This item was postponed until Mr. Fechter arrives.

e. Consider adopting a Records Retention Policy. District Counsel Curtis Kidder what a retention policy is and why we should have one. He said nothing can be destroyed until a policy is in place and suggested we adopt the Secretary of State guidelines which cover everything we need. Director Cendaña-Torlakson asked about text and phone messages and he replied that there are no paper documents with texts.

Motion: Move to adopt the Secretary of State's Guidelines for document retention and destruction as our Records Retention Policy.

Motion: Hudson **Second:** Dawson

Action: Roll Call Vote: 5 ayes/Motion Passed

f. Consider appointing two Board Members and authorizing the General Manager to appoint two staff members to serve on the Bay Point Community Foundation Board of Directors. Director Mason recused himself. Mr. Long stated that the Foundation by-laws require that two Ambrose Board Members be appointed to the Foundation Board. There were a few questions and Directors Garcia and Dawson offered to be on the Foundation Board.

Motion: Move to appoint Director Garcia and Director Dawson to the Bay Point Community Foundation Board of Directors and authorize the General Manager to appoint two staff members to also serve on the Bay Point Community Foundation Board of Directors.

Motion: Cendaña-Torlakson **Second:** Garcia

Action: Roll Call Vote: 4 ayes/ Motion Passed

11. Closed Session

a. Conference with legal counsel – Anticipated Litigation (two potential cases)

i. RE: Bay Point Community Foundation; pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9

ii. RE: Mason V. Ambrose Recreation & Park District; (USDC ED No. 4:10-CV-02201)

The chair reported that no final actions were taken on either item.

At this point Item d was addressed:

d. Consider approval of final 2014-2015 District Audit as presented by Fechter & Company CPAs. Craig Fechter of Fechter & Company reviewed the audit with the Board and there were a few questions. Director Mason had questions for staff on last year's budgets and property taxes. Debra Mason had comments on the budget in the 2015-2016 Engineer's Report and Mr. Fechter stated that he did not cover that report but if Mrs. Rodrigues could send it to him he would review it and try to answer her questions.

Motion: Approve the final 2014-2015 District Audit as presented by Fechter & Company CPAs.

Motion: Garcia **Second:** Dawson

Action: Roll Call Vote: 4 ayes/1 no/Motion Passed

12. Committee Reports and Board Comments and Items for Next Agenda:

Director Mason stated that we should be looking into a new auditor because they should be changed every three to five years. Director Garcia thanked staff for their good work and the Halloween Dance was great with the kids all behaving well. Director Cendaña-Torlakson thanked staff, too and said she had also attended the Pittsburg Planning Commission meeting where they approved the pool plans.

13. Closing Ceremonies:

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