

## Regular Board Meeting

### Minutes

April 10, 2014

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, Mason, Dawson, Cendaña-Torlakson, Hoagland  
Staff Present: Long, Rodrigues  
Audience Present: Approx. 10

#### 2. Pledge of Allegiance:

The Pledge of Allegiance was led by the District's Legal Counsel, Curtis Kidder.

At this point the Chair read the thought of the month regarding Earth Day.

#### 3. Approval of Agenda:

**Motion:** Approve the Agenda as presented.

**Motion:** Mason **Second:** Dawson

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

#### 4. Closed Session:

None

#### 5. Consent Calendar:

**Motion:** Move to approve the consent agenda as presented.

**Motion:** Mason **Second:** Dawson

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

#### 6. Presentations:

##### a. Yard of the Month Awards

Four of the five winners were present to accept their awards.

#### 7. General Manager's Report:

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

1. AT&T tower in Ambrose Park – there is a roadblock with the deed and contacting 11 family members who need more information to approve a change.
2. Lynbrook Park Well Project – Martell lowered their price from \$120,000 to \$93,000. Possibly starting in six weeks.
3. Ambrose Pool Project – After many negotiations, City of Pittsburg has signed the contract with Siegfried who is developing conceptual designs to present to the Board.
4. RFP for maintenance contract – Held mandatory pre-bid meeting and 8 companies attended. Irrigation work was added to the original contract.
5. District website – working with the webmaster to rework the website and added the "Parks Make Life Better" logo and incorporate colors from the logo.
6. Recreation/registration software – went through a presentation at Greater Vallejo Parks and Rec who have used this software for 6 years. It includes point of sale, e-mail blasts, reports and other useful items. It will be \$12,000 the first year for start-up and then about \$1,500 per year after that for licensing. Training will be free which is usually \$3,600 per person so a lot of savings.

7. Conferences – Will attend the CARPD Conference and CSDA Legislative Days in May and CPRS General Manager Summit in June.

Director Mason asked if the registration software will interfere with our phone lines because they are connected with our server. Mr. Long answered they may or may not but knows we need fixes for our phones. Director Cendaña-Torlakson suggested using the software for donations.

8. **Public Communications:**

None.

9. **Legal Counsel Report:**

None

10. **Public Hearing:**

None

11. **Board Matters:**

**a. Consider sending a letter in support of Senate Bill 1086, the Safe Neighborhood Parks, Rivers and Coastal Protection Bond Act of 2014.** Mr. Long noted Article 4 of the Bill which has to do with a per capita component which should be easier to get.

**Motion:** Move to approve the letter in support of Senate Bill 1086, the Safe Neighborhood Parks, Rivers and Coastal Protection Bond Act of 2014 as presented.

**Motion:** Hoagland **Second:** Mason

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

**b. Consider entering into a contract with Curtis Kidder to serve as District General Counsel.** Mr. Long introduced Curtis Kidder and gave his background and experience. He said his was the lowest bid and as our interim general counsel he has been very responsible, engaging and a pleasure to work with. Director Mason stated he has a very impressive resume and asked if he had labor law background. Mr. Kidder explained his experience with labor law. Director Mason said it was good that he has so much experience he can handle our legal issues without having to use several different companies. He also stated that per our policy manual all questions go through the General Manager and Mr. Kidder said if that is the policy he would adhere to it. Director Mason also asked about his billing practices and Mr. Kidder explained. Director Hoagland stated that he had taken Mr. Kidder's ethics course at the CPRS Conference and was very impressed at the good job he did.

**Motion:** Mason **Second:** Garcia

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

**c. Consider authorizing the General Manager to enter into a lease agreement with the Swenson Group for copier service.** Mr. Long stated that our copier lease is up in July and has been shopping for a new copier company through the CMAS state site and explained what that was and how much we will save. He said he got a good solid deal for a couple hundred less a month and explained the pluses and inclusions in the service contract. He stated that the techs pay is tied to a bonus so we should get better service. Director Dawson thanked staff for saving us so much money.

**Motion:** Move to authorize the General Manager to enter into a lease agreement with the Swenson Group for copier service.

**Motion:** Garcia **Second:** Mason

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

**d. Review Mid-Year budget financial forecast and adopt revised 2013-2014 budget.** Mr. Long explained why we were doing a mid-year budget revision so late. Mrs. Rodrigues reviewed the budget and made comments on some line items that she thought needed to be noted. There were a couple of questions.

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

Director Mason stated that he had sat in on a webinar by CDSA that was a legislative update. He noted a possible bill on contract services and it could hurt districts that use contract services. He also said they talked about AB2492 which addressed the Public Records Act and said there would be no more reimbursements for District's to adhere to the Act which he thought it was our duty anyway to provide information and be transparent with the public. He said they also had a discussion on the current drought situation. Director Mason stated they were told that June would be "Get Outdoors Month" for health and well-being. Director Garcia noted the Egg Hunt. Director Dawson said she was pleased with our General Manager. Director Hoagland stated the CAPRCBM is sponsoring a Board training in Moraga which would be free to the District. Director Cendaña-Torlakson stated that she would be attending a LAFCO meeting on the

21<sup>st</sup> and that Dwight Meadows was stepping down and they would be looking for someone to fill the position. She also stated that Pittsburg is thinking of developing property off Bailey Road and the General Manager had already contacted Pittsburg looking into being at the table for developer fees.

**13. Closing Ceremonies:**

a. Adjournment.

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

**Motion:** Garcia **Second:** Hoagland

**Action: Voice Vote:** 5 ayes/Motion Passed

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

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