

Regular Board Meeting

Minutes

July 11, 2013

The regular meeting of the Board of Directors was convened by Chair Steve Hoagland 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, Hoagland, Mason, Dawson
Board Members Absent: Cendaña-Torlakson
Staff Present: De Lorenzo, Rodrigues
Audience Present: Approx. 10

2. Pledge of Allegiance:

John De Lorenzo, the Interim General Manager led the Pledge of Allegiance.

3. Approval of Agenda

Motion: Move to approve the agenda as presented.

Motion: Garcia **Second:** Dawson

Action: Voice Vote: 4 ayes/ 1 absent (Cedaña-Torlakson)/Motion Passed

4. Consent Calendar:

Director Mason asked that Items a, b and c be removed for discussion.

Motion: Move to approve the Consent Calendar removing items a, b and c for discussion.

Motion: Garcia **Second:** Dawson

Action: Roll Call Vote: 4 ayes/1 absent (Cendaña-Torlakson)/Motion Passed

On item a, Director Mason said that at the last meeting he had requested from Mr. Cornelius a copy of the letter regarding government code on the land purchase and if we haven't received it he wanted to follow through on getting a copy. On item b Director Mason asked about warrant #38602 to Luhdorff & Scalmanini for \$1,500 and said he thought the contract was for \$10,500. Mr. De Lorenzo explained that the \$1,500 was only partial payment for work done. He said we may not have to pay the total contract depending on how the Board wants to continue on the project. Director Mason also asked about warrant #38646 to Chase for Keller Youth Sports Grant. On item C Director Mason asked about the Grants section and Mrs. Rodrigues said there were items that are not included in those that would be in July. Director Mason asked for a report on all the grants and if the grant amounts cover all the projects or programs.

Motion: Move to approve items a, b and c of the Consent Calendar.

Motion: Garcia **Second:** Mason

Action: Roll Call Vote: 4 ayes/1 absent (Cendaña-Torlakson)/Motion Passed

5. Presentations:

a. Yard of the Month Awards

1 of 3 winners was present to accept their award.

6. General Manager's Report:

The Interim General Manager, John De Lorenzo gave reports on the following:

1. The promotion of and available rental space in Room 13
2. Promotion of the next Public Hearing on the Master Plan and Ambrose Park Pool Project on Thursday, July 25th at 6:30 in the dining room
3. C.C. Café 4th of July celebration on July 3rd
4. Rande Ross, Teen Center Supervisor being honored with a Koshland Award and putting him on the next agenda under Presentations to let him know how proud we are of his accomplishment

5. Mike Kerr getting a grant for a shed for the Community Garden
6. A new pump required for the sewer system at Ambrose Park
7. The electrical panel and pump for the irrigation system at the Community Center needing to be replaced.
8. The double doors to the patio at the end of the hall needing to be repaired
9. Requesting that the Board allow him to look for a company to do a needs analysis/assessment for the District infrastructure, which could lead to funding for a maintenance plan and a consensus of the Board approved Mr. De Lorenzo to find a company
10. The Board gave Mr. De Lorenzo the go ahead to attempt to negotiate an amendment to the agreement with the consulting firm for the well project at Lynbrook Park so that the project could be re-bid and move forward.

7. Public Communications:

There were public comments about the Municipal Advisory Council sponsoring National Night Out in August, expecting a park and pool update on the agenda and expecting the Public Hearing will have someone with information on repairing the pool.

8. Legal Counsel Report:

None

9. Public Hearing:

None

10. Board Matters:

a. Consider request from Contra Costa County National Alliance on Mental Illness for a waiver of rental fees for meeting space for 20 people from September 10th through November 12th, 2013 from 1:30-4:30 pm. Mr. De Lorenzo stated that the rent for the time they are asking would normally be \$750. He recommended creating a policy and he could bring one to the Board at the next meeting for approval. Director Mason said he had brought the idea up a few times and if we have a policy everyone is treated fairly. Kay Derrico from NAMI explained the organization and there was a short discussion between her and the Board about other options. Director Hoagland pulled this item until the August meeting if needed.

b. Consider a request from Jeff & Dany Langham of Herbalife Distributors for a waiver of rental fees for meeting space on July 21, 2013 from 5:00-7:00 pm for an orientation. Mr. De Lorenzo stated that the rent would be \$81/hour for a total of \$414.50. Mr. Langham stated that he was interested in more dates and space and their mission was to get the Bay Point community fit. Director Mason suggested they meet with the Teen Center Supervisor and there were other suggestions made. There were comments made that that Herbalife is a business and they are going to make money on this. No action was taken.

c. Consider approval of General Manager position advertisement. Mr. De Lorenzo explained that he was working with the subcommittee and there was a question on experience substituting for a degree. He said the deadline date was now September and explained why he recommended a degree along with experience. Mr. De Lorenzo stated that the General Manager for Ambrose needs to be well educated and trained because there are so few employees the General Manager will be required to do a lot on his/her own. Director Mason stated that his issue was that he had gone into detail on why he felt experience could be substituted and no one had any comments or questions, so he thought everyone agreed. There was a short discussion on the report being just the beginning of the process, needing education and experience in a General Manager and making motions more clear.

Motion: Move to approve the advertisement for the General Manager position as presented.

Motion: Garcia **Second:** Dawson

Action: Roll Call: 4 ayes/1 absent (Cendaña-Torlakson)/Motion Passed

d. Provide Board direction on type of minutes to be taken at Board Meetings: Action only minutes as stated in our Policy/By-Laws Manual or more detailed minutes. Mr. De Lorenzo stated he recommends action minutes as stated in the policy manual. Mr. Mike Kerr stated that not having detailed minutes is detrimental to the public. Director Mason stated that he had asked this to be on the agenda since Chair Hoagland changed to action only at a previous meeting and said it should be a Board decision. He said he would not like verbatim minutes, but enough comments to reflect the feelings of the speakers. No action was taken but a change to the Policy Manual/By-Laws would be voted on at the next meeting.

e. Discussion of By-Laws, Article III, Contracts and Deeds. Director Mason stated he was not happy with the kitchen sink project and believed this project should have come before the Board with plans and prices. Director Mason said he would like to change the spending limit of \$25,000 for the General Manager to be lower. Director Hoagland agreed that the sink project was not good. There was a short discussion and it was agreed that if there is an asset change, regardless of the amount, it should come before the Board and the General Manager's limit should be lowered to \$15,000. There was no action but a change to the Policy Manual/By-Laws would be voted on at the next meeting.

11. Closed Session:

None

12. Public Communications:

Mr. Mike Kerr stated that when looking for a General Manager, experience and education is fine but he would like to see someone local who would care about the community.

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

Director Mason thanked Mr. De Lorenzo for his reports and said it is refreshing to hear them at a Board meeting. He stated that he thinks Mr. De Lorenzo, Mrs. Rodrigues and the Budget Committee should go over the budget line by line to see where we can save. He also suggested that the Pool Committee get some costs and information on the pool for the next Public Hearing. There were no other comments.

14. Closing Ceremonies:

a. Adjournment.

Motion: Move to adjourn the meeting.

Motion: Garcia **Second:** Dawson

Action: Voice Vote: 4 ayes/1 absent (Cendaña-Torlakson)/Motion Passed

Approved by the Board of Directors on _____

Signature of Board Member