

## Regular Board Meeting

### Minutes

January 16, 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.

Director Cendaña-Torlakson asked for a moment of silence for Gloria Magleby, a former Board Member, an important member of the community and honorary "Mayor" of Bay Point. After the moment of silence Director Cendaña-Torlakson said that when Gloria was Chair of the Board she had a quote of the month at every meeting and she had found one of them and would like to read it in her honor. It said "Be more concerned with your character than your reputation. Your character is what you really are, while your reputation is merely what others think of you!"

#### 1. Opening Ceremonies:

**Roll Call:** Board Members Present: Garcia, Mason, Dawson, Cendaña-Torlakson  
Board Members Absent: Hoagland  
Staff Present: Long, Rodrigues  
Audience Present: Approx. 7

#### 2. Pledge of Allegiance:

The Pledge of Allegiance was led by Mr. Ken Gray.

#### 3. Approval of Agenda:

Director Garcia asked that Item 11c be moved to the end of Board Matters as she had to recuse herself from that item and she needed to leave as soon as she could.

**Motion:** Move to approve the agenda moving Item 11c to the end of Board Matters.

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

**Action: Voice Vote:** 4 ayes/1 absent (Hoagland)/Motion Passed

#### 4. Closed Session:

None

#### 5. Consent Calendar:

Director Dawson stated that in the minutes for December 19<sup>th</sup> it wasn't mentioned that she and Director Mason were in attendance. She also said that in the minutes for December 12<sup>th</sup> under Board Comments she would like to add that a gift and card was presented to Mr. De Lorenzo by Director Dawson as a thank you from all the Board members. Director Mason noted the Financial Report and said he thinks the budget should be reviewed every three months and the current budget needed to be revised because some of the numbers didn't make sense. There were a couple of questions regarding the bills by Director Dawson. Director Cendaña-Torlakson stated that in the December 12<sup>th</sup> minutes the comment about the taco restaurant and a Subway coming was made not by herself but by Director Dawson.

**Motion:** Approve the Consent Calendar with the requested changes to the minutes.

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

**Action: Roll Call Vote:** 4 ayes/1 absent (Hoagland)/Motion Passed

#### 6. Presentations:

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

None of the winners were present to accept their awards.

##### b. Certificate of Appreciation to Elsira Trotman for her hard work decorating the auditorium for the December holiday events.

Mr. Ken Gray, the District's Recreation Coordinator, gave a short talk on how Mrs. Trotman had come for several hours for a couple of weeks to decorate the auditorium for the District's holiday events and

the Sheriff Department's toy giveaway and dinner. He stated that she came from Martinez and sometimes brought her sons with her. He showed the Board pictures of her work and presented her the certificate.

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

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

1. Update on the RFPs and process for the Ambrose Park Pool Project.
2. Lynbrook Park well project update.
3. Met for updates with both the Interim Counsel Curt Kidder and current attorney Mark Cornelius.
4. Thanked Director Mason for the tour of all the parks.
5. Gave a maintenance department report and stated he will be reviewing all for efficiency and cost in the coming weeks.

Director Mason said that Ambrose Park was looking very dry and with these days of record breaking temperatures, they should probably be watering a couple times a week. Mr. Long said he discussed the irrigation with the staff at their meeting this week.

**8. Public Communications:**

None

**9. Legal Counsel Report:**

None

**10. Public Hearing:**

None

**11. Board Matters:**

**a. Consider authorizing the General Manager to solicit Request for Proposals for park landscape and building maintenance services.** Mr. Long explained that there would be two separate RFPs for the building maintenance and the parks maintenance but they would both be addressed at the same time. He stated it would take a couple of weeks to create the RFPs and he would report at the March board meeting. Director Mason said we have a 5 year contract with D&H and would there be a problem with that. Mr. Long stated yes there could be a problem and he would be talking to them.

**Motion:** Move to authorize the General Manager to solicit Request for Proposals for park landscape and building maintenance services.

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

**Action: Voice Call Vote:** 4 ayes/1 absent (Hoagland)/Motion Passed

**b. Consider amending the By-Laws, adding Article III Section 5: Reserves, to establish a Reserve Policy.** Mr. Long explained reserves, policies usually used and the reserve for the District. Director Dawson stated that the item said the reserve policy will periodically be reviewed and asked how often that would be. Mr. Long said probably with the budget once a year. Director Mason stated that the current reserve needs to be reviewed because we have a \$76,000 shortage from last year and another \$70,000+ for the well project that will have to be deducted.

**Motion:** Move to amend the By-Laws adding Article III Section 5: Reserves.

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

**Action: Roll Call Vote:** 4 ayes/1 absent (Hoagland)/Motion Passed

**d. Consider approval of Resolution #13/14-01 Authorizing the General Manager to apply for a Community Development Block Grant (CDBG) from Contra Costa County including signing of all documents pertaining to the grant and approve the CDBG application to replace the Ambrose Community Center auditorium floor.** Mr. Long explained the project and said he had met with the Project Manager at the County. He said it was a good project for minimum funds and the floor was over 80 years old and really needed replacing. There was a short discussion on other types of flooring besides hardwood. Director Cendaña-Torlakson said there was a District match and asked where that would be from. Mr. Long said it would have to come from the reserves.

**Motion:** Move to approve Resolution #13/14-01 authorizing the General Manager to apply for a Community Development Block Grant from Contra Costa County and authorizing the General Manager to sign all documents pertaining to the grant; also approve the CDBG application to replace the Ambrose Community Center auditorium floor.

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

**Action: Roll Call Vote:** 4 ayes/1 absent (Hoagland)/Motion Passed

**e. Consider directing the General Manager to negotiate terms and conditions of a lease agreement with AT&T for the installation of an antenna at Ambrose Park to provide wireless service.** Mr. Long explained that the antenna would be disguised as a tree and there was a short discussion on the appearance. Mr. Long said he would present the proposal at a later meeting and was going to negotiate for a better deal. He also said it provided good steady income. Director Mason said he had thought of this and was glad Mr. De Lorenzo had looked into it. Director Cendaña-Torlakson stated that some people don't like them because they think they are dangerous. Mr. Long said there is no proof of that and where it would be placed at Ambrose Park was not near any homes.

**Motion:** Direct the General Manager to negotiate terms and conditions of a lease agreement with AT&T for the installation of an antenna at Ambrose Park to provide wireless service.

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

**Action: Voice Vote:** 4 ayes/1 absent (Hoagland)/Motion Passed

**f. Appointment of ad hoc and standing subcommittees.** After a few questions and comments the Chair appointed Director Mason and Director Garcia to the Budget Committee and Director Dawson and Director Hoagland to the Master Plan Committee.

At this point (7:10) Director Garcia recused herself from Item 11c because she works for Contra Costa County and excused herself saying she was not feeling well.

**c. Consider authorizing the General Manager to enter into an Agreement between the District and Contra Costa County to lease office space located at the Ambrose Community Center.** Director Mason said that he thinks we need some structure with this lease and the County has a standard for the temperature in all their buildings and since it is a County office they should be expected to keep to the same standard temperature.

**Motion:** Authorize the General Manager to enter into an Agreement between the District and Contra Costa County to lease office space located at the Ambrose Community Center.

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

**Action: Voice Vote:** 4 ayes/1 absent (Hoagland)/Motion Passed

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

Director Mason said he is sorry for the loss of a young lady named Anna Bachman who worked with Habitat for Humanity in this area and had died in a freak accident in San Diego. Director Dawson gave a report on two events she had attended. One was a forum on the waterfront development and plans from Hercules to Oakley. She gave Mr. Long some reports and handouts to keep at the office for the public to review. She also went to a Healthy Food Practices meeting and explained what was covered including drinking more water and cutting out sugar drinks. Director Cendaña-Torlakson stated that we lost a good friend in Gloria Magleby and she had written something on her and it is on the website. She said she hoped her memory and legacy would live on because she had done so much for the District and the community.

**13. Closing Ceremonies:**

a. Adjournment.

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

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

**Action: Voice Vote:** 4 ayes/1 absent (Hoagland)/Motion Passed

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

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