



## Regular Board Meeting

### Minutes

May 14, 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. 30

At this point, Chair Cendaña-Torlakson quoted John F. Kennedy: "There are risks and costs to action, but they are far less than the long range risks of comfortable inaction".

#### 2. Pledge of Allegiance:

The Pledge of Allegiance was led by Carolynne Born of the Ambrose Lions Club.

#### 3. Approval of Agenda:

**Motion:** Approve the Agenda as presented  
**Motion:** Garcia **Second:** Hudson  
**Action:** **Roll Call Vote:** 5 ayes/Motion Passed

#### 4. Closed Session

The Chair read the items for the Closed Session:

- a. Conference with Legal Counsel – Initiation of Litigation pursuant to § 54956.9(c): Clearland Property
- b. Consider the appointment of the position of General Manager pursuant to Government Code Section 54957
- c. Provide direction to the District's designated representative regarding the position of General Manager. District Designated Representative: Mae Cendaña-Torlakson pursuant to Government Code Section 54957.6

8 persons gave public comments on the General Manager's proposed contract.

The Board adjourned to the Closed Session and reported the following:

- a. Clearland Property litigation: no final action was taken
- b. Appointment of General Manager: no action was taken
- c. Direction of Designated Representative: The Designated Representative has been directed.

#### 5. Consider a contract with Doug Long to serve as General Manager

Consider approval of an employment contract with General Manager. There was a discussion on the Board approving conferences and it was decided that the General Manager would get Board approval for any conferences he would like to attend. Chair Cendaña-Torlakson noted the changes to the approved contract; a one year contract, 72 hours admin leave instead of 96 and under Item 6 Termination/Separation, item #7 was removed.

**Motion:** Move to approve an employment contract with Doug Long to serve as General Manager  
**Motion:** Dawson **Second:** Garcia  
**Action:** **Roll Call Vote:** 4 ayes/1 no (Mason)/Motion Passed

#### 6. Consent Calendar:

Director Mason requested items **a & d** be pulled for discussion

**Motion:** Move to approve consent calendar items **b & c** as presented.

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

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

On item **a** (minutes), Director Mason stated that the minutes for the April meeting under the Consent Calendar where he pulled item a for discussion were incorrect when it stated that Mr. Long answered all his questions. He said he had listened to the recording of the meeting and Mr. Long had not answered his questions.

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

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

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

On item **d** (staff reports) Director Mason made comments on the General Manager's report regarding the drinking fountain at Lynbrook Park, Tradewinds Park's turf looking brown, adjusting irrigation timers, signs for the parks and doing our part for the drought. Mr. Long stated that irrigation adjustments had already been made.

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

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

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

**7. Presentations/Introductions:**

None

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

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

1. Gates at Ambrose Park – Pittsburg will close back parking lot gates daily.
2. Rec. Coordinator – The new Rec Coordinator, Jontelle Fisher, will introduce at June meeting
3. Work party at Community Garden – Saturday from 11:00 to noon
4. NRG – previously landscaped the front and came to spruce up and installed a shade structure behind the building on the patio area.
5. Online Registration – up and running
6. D& H Landscaping – extra maintenance on Mondays and Fridays until maintenance worker returns
7. CDBG Grant – approved for \$50,000 for front restrooms
8. Teen Center – recruiting and have 30+ members

**9. Public Communications:**

Public comments were made on a workday/BBQ at Ambrose Park on 7/11/15; asking people to keep coming to the District meetings; free recycled water; and the Community Garden

**10. Legal Counsel Report:**

None

**11. Public Hearing:**

None

**12. Board Matters:**

**a. Consider authorizing Pacific Gas & Electric to convert street lights at Ambrose Park to Light Emitting Diode (LED) lights.** A representative from PG&E stated that they needed official approval to change the lights at Ambrose Park. He said that there was a stronger, brighter wattage available also. There was a short discussion

**Motion:** Move to approve the conversion of the street lights at Ambrose Park to LED light and let the General Manager decide on the brightness needed.

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

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

**b. Consider authorizing the City of Pittsburg to approve an amendment to the Professional Service Agreement for the design of the Ambrose Aquatics Complex.** Mr. Long stated that since we approved the new design for the pool complex, the City of Pittsburg needs Board approval to get the process going. There was public comment about it being small, nothing for young children, no concessions and nothing to draw the community. There was a brief discussion by the Board.

**Motion:** Move to authorize the City of Pittsburg to approve an amendment to the Professional Service Agreement for the design of the Ambrose Aquatics Complex.

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

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

**c. Consider authorizing an extension of the Community Development Block Grant contract date for the installation of the auditorium floor.** Mr. Long stated that this is a procedural item and we needed to extend the date to get the auditorium floor done.

**Motion:** Move to authorize an extension of the Community Development Block Grant contract date for the installation of the auditorium floor.

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

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

**d. Consider authorizing the Board Chair to send a letter in support of Senate Bill 317.** Mr. Long explained that this is a letter regarding the Bond Act in 2016 to ask that funds be set aside for per capita, non-competitive grants. Director Dawson stated that this had been discussed a lot at the CPRS conference she had attended.

**Motion:** Move to authorize the Board Chair to send a letter in support of Senate Bill 317

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

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

**e. Discussion on 20 year District-Wide Facilities Master Plan.** Mr. Long stated that he had sent out an RFP soliciting a 20 year Facilities Master Plan and had received one for \$40,000. He said they will look at our assets to bring together a capital plan. He said they added a portion to address an ADA plan for an additional \$20,000 and it would look good that we are in the process of addressing ADA. He asked for direction and if they would like the company to come to the Board. There was a discussion on it being a large amount of funds; what is included, recommending the \$40,000 and revisit the ADA plan at a later date; waiting until after the pool project; and waiting but making it a priority.

**f. Discussion on the District's Administrative Leave policy.** Director Mason stated that he asked for this item because he wanted to know how administrative leave is documented and after a few comments it was recommended that we have the payroll company document and note the balances on employee's paystubs.

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

Director Hudson reported on the budget committee meeting and thanked Mrs. Rodrigues for the help and information on the budget. Director Dawson gave out notes from the CSDA meeting she had attended and noted the Relay for Life coming up. Director Cendaña-Torlakson noted the Bay Point Spring Derby on May 25<sup>th</sup> from 9:00 a.m. to 1 p.m. and the Sheriff's Bike Rodeo on May 30<sup>th</sup> from 10:00 a.m. to 1:00 p.m.

**13. Closing Ceremonies:**

a. Adjournment.

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

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

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

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

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