



Regular Board Meeting

Minutes

May 11, 2017

The regular meeting of the Board of Directors was convened by Chair Judy Dawson 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, Torlakson, Hoagland, Hudson
Staff Present: Long, Rodrigues
Audience Present: Approx. 8

2. **Pledge of Allegiance:** 

The Pledge of Allegiance was led by Teen Center Coordinator, Rande Ross.

3. **Approval of Agenda:**

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

4. **Consent Calendar:**

Motion: Move to approve the Consent Calendar as presented.
Motion: Garcia **Second:** Hudson
Action: Roll Call Vote: 5 ayes/Motion Passed

5. **Presentations/Introductions:**

a. Presentation by Ambrose Lions Club. Mr. Duke Dunham stated that the Lions Club supports and fundraises for many causes. He said the annual carnival held on the Clearland property is one of their fundraisers. Mr. Dunham thanked the District for use of the property and presented a \$1,000 check for this year.

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

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

1. Audit – RFPs going out on Monday for auditors for our annual audit, deadline for proposals is May 30th, will bring candidates to June meeting.
2. Mother's Day Breakfast – Boy Scouts will have breakfast on Saturday from 8-11.
3. Swimming pool Grand Opening – Rained delayed original date, will be June 3rd at 11:00 am.
4. Shade for Pool – NRG partners with us for community service and is providing shade structures for the new pool.
5. Anuta Park lights – repaired and are now working
6. Swim lessons – have 35 kids signed up; pool will be open weekends until school is out and then open full time.

7. **Legal Counsel Report:**

None

8. **Public Communications:**

None

9. **Board Matters:**

- a. **Consider accepting an offer from Market Street Development, LLC in the amount of \$1,235,252.70 for the sale of real property described as 1.99 acres of land in Bay Point.** Mr. Long recommended that this item be postponed to the June board meeting as necessary paperwork has not yet been received. Sandra Weck of Collier International made a couple of comments.

Motion: Move to postpone consideration of the offer until the June Regular Board Meeting.

Motion: Hoagland **Second:** Garcia

Action: Roll Call Vote: 5 ayes/Motion Passed

- b. **Consider authorizing the acceptance of Koshland Grant Funds in the amount of \$291,000 for the implementation of the Bay Point Youth Academy and authorize the General Manager to execute a Memorandum of Understanding with the Koshland Bay Point Fellows, a project of the San Francisco Foundation.** At this point, Director Hudson recused herself as she is associated with the Koshland Bay Point Fellows. Mr. Long explained the Koshland Fellows and San Francisco Foundation and their interest in starting the Bay Point Youth Academy through our Teen Center. He stated there will be 20 to 25 youth from 12 to 15 years old involved and the Academy will promote community awareness. Jackie Santamaria will be the Program Coordinator and work with Riverview Middle School and the teens. Mr. Long said this program will be a good opportunity to reach more teens in the community. Mr. Long explained the budget which covers the next 3 years. All the Directors expressed their excitement with the project and had some questions on in-kind services, marketing, link to our website, and connection to the new pool.

Motion: Move to authorize the acceptance of Koshland Grant Funds in the amount of \$291,000 for the implementation of the Bay Point Youth Academy and authorize the General Manager to execute a Memorandum of Understanding with the Koshland Bay Point Fellows, a project of the San Francisco Foundation.

Motion: Torlakson **Second:** Hoagland

Action: Roll Call Vote: 5 ayes/Motion Passed

At this point, Director Hudson rejoined the meeting.

- c. **Consider establishing the position of Senior Accountant.** Mr. Long explained that the Administrative Assistant is working outside of the job description so this would appropriately add the position of Senior Accountant and the job description will correspond with the duties she is now doing. He recommended retaining the Administrative Assistant position, but not fill it now. Mr. Long stated that creating the Senior Accountant position would help with a succession plan and assist in securing a future qualified replacement. There were a few clarifying questions.

Motion: Move to establish the position Senior Accountant.

Motion: Garcia **Second:** Torlakson

Action: Roll Call Vote: 5 ayes/Motion Passed

- d. **Consider designating the Teen Coordinator position as exempt Pursuant to the Fair Labor Standards Act.** Mr. Long explained the Fair Labors Standards Act in regards to overtime and a flex schedule. He also explained compensation time versus 96 hours of Administrative Leave per year, noting that the Administrative Leave would be lost if not used in the calendar year and not paid out on separation from the District whereas comp time would carryover and be paid out upon separation from the District.

Motion: Move to designate the Teen Coordinator position as exempt Pursuant to the Fair Labor Standards Act.

Motion: Torlakson **Second:** Hudson

Action: Roll Call Vote: 5 ayes/Motion Passed

- e. **Consider amending Section 515 of the Personnel Policies Manual to include the positions of Senior Accountant and Teen Coordinator and removing the Administrative Assistant position from the Policy.** Mr. Long explained that this would change the Personnel Manual to agree with the last two items just approved by the Board.

Motion: Move to amend Section 515 of the Personnel Policies Manual to include the positions of Senior Accountant and Teen Coordinator and remove the Administrative Assistant position.

Motion: Hoagland **Second:** Garcia

Action: Roll Call Vote: 5 ayes/Motion Passed

- f. **Review the Preliminary General Operating Budget for Fiscal Year 2017-2017 and provide direction to Staff.** Mr. Long stated that this is a preliminary guesstimate of next year's budget created

with what information we have at this time. He said an updated budget will be presented at the June board meeting and no vote would be needed at this meeting. Mrs. Rodrigues highlighted a few changes and answered a few clarifying questions by the Board.

10. Public Hearing:

None

11. Closed Session

a. Real property negotiations pursuant to Government Code Section 54956.8 regarding the sale of approximately 1.99 acres of land located at the southeast corner of Willow Pass Road and Clearland Drive, Bay Point (APN 097-081-027).

District Negotiators: Curtis Kidder, Sandra Weck

Potential Buyers: Market Street Development, LLC; Pacific West Communities, Inc.

Chair Dawson adjourned the meeting to the Closed Session. After the Closed Session, Chair Dawson reconvened the meeting and stated there was nothing to report.

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

Director Hoagland asked that on the next agenda he would like to make a change to the policy on support letter writing. Three Board members agreed, but only if there would be no Brown Act violation. Director Dawson asked that on the next agenda they consider an update of the mural on the west side of the building to show more current District activities. Three Board members agreed. Director Dawson also reminded everyone of the Memorial Day Spring Derby event. At this time Director Dawson stated that June will be her last meeting as she is moving to Washington State June 10th. She said she will miss Bay Point very much and commends the Board and staff for all the District has been able to accomplish. Mr. Long stated that the Board has three avenues to fill Director Dawson's position and he will bring it to the next meeting.

14. Closing Ceremonies:

Adjournment

Motion: Move to adjourn the meeting.

Motion: Torlakson **Second:** Garcia

Action: Roll Call Vote: 5 ayes/Motion Passed

Approved by the Board of Directors on _____

Signature of Board Member