

## **Regular Board Meeting**

### **Minutes**

**September 12, 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, Cendaña-Torlakson  
Staff Present: De Lorenzo, Rodrigues  
Audience Present: Approx. 10

**2. Pledge of Allegiance:**

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

**3. Approval of Agenda**

Director Mason made an amendment to move the Public Communications from Item 11 to Item 7. Mrs. Rodrigues apologized for the error.

**Motion:** Move to approve the agenda with the noted amendment.

**Motion:** Mason **Second:** Cendaña-Torlakson

**Action:** **Voice Vote:** 4 ayes/1 absent (Director Garcia had left the room) Motion Passed

**4. Consent Calendar:**

Director Mason requested that item D, Staff Reports be pulled for discussion. Director Dawson asked about the Golden State Water bills and said that they totaled \$23,000 for August and asked if that was irrigation. Mrs. Rodrigues replied that a majority of it was irrigation for the county parks and mostly for Lynbrook Park. Director Dawson also said that Debbie does a great job listing all the activities at the center and asked if it would be out of order to ask for a comparison from 2013 to date and January through August of 2012. Mr. De Lorenzo said she could. Director Garcia questioned the water bill again and Mr. De Lorenzo explained that there were problems at Lynbrook Park and the water company had come out to inspect for leaks and found none and also told us that we were using the same amount as last year. He stated that he had instructed the maintenance workers to cut back on the watering. Director Mason stated that as the former Park Foreman he knew Lynbrook Park had problems and it won't change until we get an updated irrigation system/controller. There was a short discussion on Lynbrook Park irrigation and future well installation which will mean no more water bills for that park. Director Mason had questions on grants; who chooses which grants, why we get grants for the senior program when they don't pay for the space, Biddy Sports, what expenses the grants cover; does any income come to the District and do they encourage the use of local people for the programs. Director Mason also said he would like to see our Christmas Programs combine with the Sheriff's Annual Christmas Dinner. Mr. De Lorenzo answered all his questions and stated that he appreciates input like this from the Board and said Ken is expanding our programs with less funds and will be adding Cesar Chavez and Black History programs this year. Director Garcia questioned from the warrant transmittal, what the Teen Eco Program was. Rande Ross, Teen Center Supervisor, stated that in partnership with East Bay Regional Park District, who provided buses and the parks, about 20 teens from the teen center went to different parks in Contra Costa County and got to do different sports and activities that they aren't usually exposed to such as fishing, hiking, caves, etc.

**Motion:** Move to approve the Consent Calendar as presented

**Motion:** Mason **Second:** Cendaña-Torlakson

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

**5. Presentations:**

**a. Yard of the Month Awards**

1 of 3 winners were present to accept their award.

- b. Presentation to Rande Ross, our Teen Center Coordinator, in recognition of being named a recipient of the Koshland Civic Unity Fellowship Award.** Chair Hoagland explained what the award was for and Chaird Hoagland and Mr. De Lorenzo presented Mr. Ross with a certificate of achievement. Mr. Ross made comments thanking Mr. De Lorenzo and the Board for supporting his programs.

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

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

1. The fall/winter newsletter
2. Keller Canyon Grant reception for recipients
3. Information on a webinar that came after the agenda and packet were completed and possible change to the by-laws concerning giving the General Manager authority to approve low cost conferences or meetings without Board approval
4. Town Hall meeting with Senator Mark DeSaulnier & Congressman George Miller to be held at the community center
5. Annual Yard Sale and breakfast with scouts
6. Possible application for Community Development Block Grant
7. Raise in D&H Landscaping's rates
8. Closing part of Lynbrook park to re-establish turf area
9. Pool Committee interviewing a second company and choosing one soon
10. Irrigation problems at Hickory Meadows Park
11. Keller Grants
12. Deadline for applications for new General Manager; received 5 in the last two days
13. Hiring of part time custodians for weekend rentals

There was a short discussion on negotiating with D&H Landscaping for a lower rate. Director Mason stated that we should have had a community workshop with design groups for pool ideas. Trina Hudson stated that there were no signs with park regulations at Lynbrook Park. She asked about charging rental fees for Lynbrook Park.

**7. Public Communications:**

Anthony Reese said he was at the workshop on Saturday and suggested that there be clauses in our contracts to use local residents for employment. He also stated that he liked the idea of negotiating and that there should be a reason for a rate above 2.65%.

**8. Legal Counsel Report:**

None

**9. Public Hearing:**

None

**10. Board Matters:**

**a. Report/Recommendations from Personnel Ad Hoc Committee Re: Permanent General Manager Screening and Selection Process.** Mr. De Lorenzo stated that the personnel committee had met and reviewed the applications received to date. He said they also reviewed ideas from staff and what they are looking for in a General Manager and a screening and selection process was agreed upon. He stated they will be meeting again on the 19<sup>th</sup>. He said there will be an internal panel and a Community panel for the interviews and explained the process. Director Dawson said the process was very organized and professional. There was a short discussion on what representation was best on the panels

**Motion:** Move to approve the recommendations of the Personnel Ad Hoc Committee regarding the permanent General Manager position screening and selection process.

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

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

**b. Consider recommendation to enter into consultant services agreement for Employee Compensation Study.** Mr. De Lorenzo stated that we had two proposals and would be very well served hiring either company. He said this should be done every five years or so but the downside is that it may cause false expectations on the part of our employees because the studies don't always recommend raises. There was a discussion on the up and down sides of a study, the cost, follow through, job comparisons with other districts and the two proposals.

**Motion:** Authorize the General Manager to enter into a contract with Bryce Consulting for a compensation study for \$4,500.

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

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

**c. Clarification of Board policy for remuneration of Board members at meetings and workshops.**

Mr. De Lorenzo read and explained the current policy and said there may have been a discussion at the April Board meeting where the Board may have decided to deviate from but did not change the Policy Manual. There was a discussion on the definition of special meetings, public hearings and regular meetings.

**Motion:** Move to change the Board Policy Manual/By-Laws, Part VIII-Remuneration, pages 11 & 12 to read as follows: **Board member compensation shall be as follows, with no more than \$500 compensation in any calendar month:**

Attendance at a regular Board Meeting:	\$100
Attendance at a Special Board Meeting requiring action by the Board:	\$ 50
Attendance at an Emergency Meeting:	\$ 50
Attendance at a Board Workshop:	\$ 50

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

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

**d. Consider recommendation to increase rental fees at Ambrose Community Center.** Mr. De

Lorenzo stated that we had done a survey of other communities and their rental rates for rooms similar to ours. He said we found that our rates are considerably lower than other facilities and gave recommendations and reasons for increase of fees and changes of usage. He explained changing the schedule to resident and non-resident and prime time and non-prime time fees (i.e. prime time being 5:00 p.m. Friday through 11:00 p.m. Sunday). Director Mason asked about the regular classes and Mr. De Lorenzo made some comments on what he was looking at but said that he is working on it and would bring it to the Board possibly at the next meeting. All Board members said that he did a great job.

**Motion:** Move adopt the new fee structure proposed by the General Manager

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

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

**e. Appoint voting member and alternate to vote on behalf of the Board at California Special Districts Association.** Mr. De Lorenzo stated that we need Board members that would like to vote on our behalf at the CSDA meetings. Director Mason and Director Dawson said they both attend those meetings and it was agreed that Director Mason would be the voting member and Director Dawson would be the alternate to vote on behalf of the Board.

**11. Closed Session:**

None

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

Director Mason asked for a format change on the next agenda to add to each Board Matters item whether it is an action or information only item. He also stated that as Board members they get criticized but Board members should not criticize members of the public. Director Cendaña-Torlakson said that the budget committee had met yesterday and discussed financial issues of the District including large and small cuts in the budget. She stated that Director Garcia and she want to suggest a Budget Workshop for the whole Board to consider options presented to them and they will work with the General Manager to set a date. She stated they would like it sooner than later because of our financial situation. Director Hoagland said he would like the committee to work with Mr. De Lorenzo and the rest of the Board to set a date. He stated that he will be in England for a few weeks and may or may not be able to attend and he would like the Board to go ahead with the workshop. After a short discussion it was agreed that it would be held on a Thursday evening with the exact date to be announced. There was a discussion on whether to hold the October meeting on its regular night (Mr. De Lorenzo would not be able to attend), move it to October 3<sup>rd</sup> or not hold an October meeting. It was agreed that the second Thursday regular Board meeting for October would stay on schedule for now. Director Hoagland reported that the Master Plan committee had met with one consultant on the pool project already and would be meeting with another tomorrow. He said that they would then call a Special Board Meeting on Wednesday or Thursday of the last week of the month to address which company the Board preferred. He stated that the comments made by the public at the public meetings were all considered and very helpful. He said there may be a public committee but wasn't ready to set that until after tomorrow's meeting. Director Mason inquired whether they would be getting paid for the last public meeting and it was agreed that they wouldn't. Director Cendaña-Torlakson said that for tonight we have a special meeting and a regular meeting and asked how they would get paid. Director Hoagland said that since both meetings were both held on one evening that they would only get paid once.

**13. Closing Ceremonies:**

a. Adjournment.

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

**Motion:** Garcia   **Second:** Cendaña-Torlakson

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

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

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