

LA SELVA BEACH RECREATION DISTRICT

Approved Minutes for the April 11, 2018, Regular Meeting

New Resolutions and Motions Passed:

Motion: John moved to terminate the District's contract with Ifland Engineers by requesting the following:

1. Structural drawings and all other necessary information to allow building contractors to bid on and apply for a permit to repair the Clubhouse kitchen wall;
2. A report of main hall roof-related engineering calculations, drawings and monitoring work done to date; and
3. Final invoices for this work.

Second: Rick. Passed 3-1-0.

Note: The District will not request that Ifland provide structural drawings necessary to allow building contractors to bid on or apply for a permit to fortify the main hall roof, only a report of work done to date. Monitoring to date indicates the roof is stable, and any repair work will likely be done a number of years from now. Such work may be of an entirely different nature than the truss system discussed with Ifland.

1.0 MEETING AND ORGANIZATION

1.1 Establish Quorum & Roll Call

Called to order at 7:03 p.m. by Jim Rhodes.

In attendance: Directors Jim Rhodes, Heiko Roppel, John Hunt, Rick Starr

District Manager Kelli Sebastian

Quorum established.

2.0 PUBLIC FORUM

2.1 Public Comment (limited to 3 minutes per person)

Ray Shurson informed the Board that the Community Emergency Response Team (CERT) program will hold trainings in September. The program is seeking leaders for LSB. Participation involves attendance at quarterly meetings and trainings over a five week period at the Aptos Fire Station.

2.2 Committees: No committee reports

2.3 Landscaper Report: Jeff Powers provided an update. In addition to regular maintenance, his crew will begin intensive weeding on District properties beginning in Robin's Park and working in weekly rotations through Triangle Park and the Florido lawn. Problems encountered to date include a greater than expected density of weeds, a recent outbreak of gophers, and the uneven grade of the Florido lawn that affects mowing with their golf course mower. Jeff expects these problems can be handled within the current agreement.

2.4 District Manager Report

The District Manager's report contained a number of information items and no decision items for the Board.

3.0 REGULAR BUSINESS

3.1 Approve Minutes

Rick moved to approve the minutes without revision. Jim second. Passed 3-0-1.

3.2 Accept General Ledger Fund Balance

Rick answered questions and reported that the District finances are in good shape.

John moved to accept the general ledger fund balance of \$250,937.52. Heiko second.
Passed 4-0-0

3.3 Approve Revenue & Expense totals from Financial Summary

John moved to approve the revenue total of \$87,183.24 and the expense total of \$30,465.45. Heiko second. Passed 4-0-0.

3.4 Additions to agenda: Clubhouse keys and locks (see item following Item 5.3)

4.0 CONTINUING BUSINESS

4.1 Restroom Remodel: Heiko and Kelli met recently with the contractor and he agreed to complete work and/or make repairs on a list of items identified by the Board and other contractors.

4.2 Clubhouse Repair: The Board discussed the work to date, products and invoices received from Ifland Engineers. Based on the monitoring of structural stability and the progress to date, the Board passed the following motion:

Motion: John moved to terminate the District's contract with Ifland Engineers by requesting the following:

1. Structural drawings and all other necessary information to allow building contractors to bid on and apply for a permit to repair the Clubhouse kitchen wall;
2. A report of main hall roof-related engineering calculations, drawings and monitoring work done to date; and
3. Final invoices for this work.

Second: Rick. Passed 3-1-0.

Note: The District will not request that Ifland provide structural drawings necessary to allow building contractors to bid on or apply for a permit to fortify the main hall roof, only a report of work done to date. Monitoring to date indicates the roof is stable, and any repair work will likely be done a number of years from now. Such work may be of an entirely different nature than the truss system discussed with Ifland.

The Board also discussed tasks to address the items identified in the building inspection done by Vern Lusk Consulting in April 2017. There was agreement to prioritize scheduling of treatment for termites, and to develop a schedule for other repairs in time for the May Board meeting. Kelli was directed to get bids from Mission, O2 Termite and 4Less Termite. Bids should itemize by building. Heiko will talk to the library to coordinate termite work on that building.

4.3 Robin's Park Drainage: This item is continued while we wait for a report from Prime Landscaping.

5.0 NEW BUSINESS

5.1 Website: The website has been launched. It contains information about the District and provides a convenient way for community members to access meeting minutes and financial reports.

5.2 Agenda Planning and Operations: The Board discussed effective ways to schedule work and provide the greatest opportunity for the District Manager to research issues and provide information, options and recommendations for Board decisions at regular meetings. The Board agreed to work toward the following process:

- Develop a rolling 6-month calendar of issues to agendaize, and update the calendar at each meeting.
- Accept agenda items from directors (and others) and put them onto that 6-month calendar or onto an agenda at least a month out. (Except for emergencies, of course)
- Direct the District Manager to do the research and outreach to stakeholders and vendors.
- Have the District Manager (DM) provide the Board with a DM report for each meeting that includes information, options and recommendations for each agenda item.
- Have the Chair work with the DM to create each month's agenda based on the 6-month calendar, the DM report and emerging issues.

Directors were asked to submit items for the 6-month calendar.

5.3 Long-term Maintenance Financing: budgeting, taxes, fundraising, grants

The District faces a number of improvements and repairs that need to be scheduled and budgeted. Rick suggested that directors send Kelli a list of things that need to be done in the next one to five years, or beyond if they can be anticipated in reasonable detail. Rick and Kelli will investigate costs related to each item in order to create a budget plan, which will help with scheduling and prioritizing the work that needs to be done. This will also help to determine the 6-month calendar for bringing items to meeting agendas.

California Proposition 68, the Parks, Environment, and Water Bond, will be on the ballot June 5, 2018. It would authorize \$4 billion in general obligation bonds for state and local parks, environmental protection projects, water infrastructure projects, and flood protection projects. \$30 million would be available in grants to regional park districts, counties, open-space districts, joint powers authorities, and eligible nonprofit organizations to restore and improve parks. An additional \$40 million would be available in grants to local jurisdictions whose voters passed local measures between 2012 and 2018 to improve local or regional park infrastructure. To be eligible for grants under this bond act, voters in the LSB Recreation District area may have to pass a local measure to increase fees for local or regional park infrastructure. There may be other ways to raise these matching funds, such as through donations. Directors and the District

Manager were asked to consider ways the District could be eligible for these grant funds, which may prove essential for major projects such as Clubhouse repair.

Addition to the Agenda

Keys and Locks: In response to concerns about the security of office equipment, the integrity of the office working environment, the number of Clubhouse keys in circulation and recent incidents in which the office door was found left open or unlocked, the District Manager had the office locks changed. Currently only the District Manager and the Treasurer have keys. The Treasurer needs weekly access to the office to inspect and sign claim forms for invoices submitted to the County for payment. Two directors were separately informed of this change in advance and informally approved of the idea.

During the March meeting, at which not all directors were present, the Board agreed that the current arrangement described above was acceptable. However, this situation was brought up again at the April (this) meeting by the director who was not present in March. It was suggested that all directors should have keys to ensure the uninterrupted operation of the District in situations where the office needed to be accessed when the District Manager was not available. The Board again agreed that the current situation, with only the DM and the Treasurer having keys, was acceptable but should be revisited over time.

6.0 DIRECTORS' REPORTS

John reported that the Regional Transportation Commission recently approved a list of on-call engineers to be available on short notice and without further bidding to do projects as needed on the branch rail line. John suggested the Board consider this as a model by which the District could issue a request for qualifications from plumbers, electricians, carpenters, painters and other skilled contractors. The District could review the statements of qualification and established a list of contractors to hire on short notice without further bidding based on time and materials or other criteria.

7.0 RECAP AND ACTION ITEMS

8.0 FUTURE MEETINGS

8.1 Next regular meeting, May 9, 2018

9.0 ADJOURN REGULAR MEETING

Meeting adjourned at 9:43.

A draft of these minutes was submitted for Board review by John Hunt and approved at the May 9, 2018 regular meeting. These approved minutes are submitted by:

	<u>John Hunt</u>	<u>Secretary</u>	<u>April 12, 2018</u>
Signature	Printed	Title	Date