

September 21, 2017

The regular board of directors meeting of Bear Mountain Recreation and Park District was held Thursday, August 17, 2017, at 6:30 p.m. in the Senior Center at 10300 San Diego Street, Lamont, California. The District is a political subdivision in the State of California.

1. REGULAR SESSION: Regular Session to Begin at 6:30 p.m. at David Head Center, Senior Center.

2. CALL TO ORDER AND ROLL CALL:

Mr. Castrejon called the meeting to order at 6:32 p.m. Board Members present Mrs. Villanueva, Mr. Horton, Mr. Rodriguez, Mr. Perez and Mr. Castrejon.

Staff present: Legal Counsel; Mr. Hodges, Lorena Cervantes; District Manager and Mr. Zamora absent.

3. FLAG SALUTE

4. APPROVE AGENDA AS TO FORM:

Mr. Perez- I would like to point out to change Mr. Zamora from Interim Maintenance Supervisor to Maintenance Supervisor.

MOTION Mr. Horton moved Mrs. Perez second to approve the agenda as to form with the correction. Motion passed 5 ayes, 0 noes and 0 absent.

5. PRESENTATIONS: NONE

6. PUBLIC COMMENTS: NONE

7. ORAL COMMUNICATIONS: NONE

8. WRITTEN COMMUNICATIONS: NONE

9. CONSENT AGENDA:

9.1 Minutes

9.2 Pre-signed Vouchers

9.3 List of Bills

MOTION Mrs. Villanueva moved Mr. Horton second to approve items 9.1, 9.2, and 9.3. Motion passed 5 ayes, 0 noes, and 0 absent.

10. DEPARTMENT REPORTS:

General Manager Report:

10.1 Maintenance-Mr. Zamora-Bear Mountain Park Restrooms we have been getting a lot of graffiti lately me and my co-workers we painted the restrooms the same color what we did different this time is that we added the graffiti resistant coding over the whole bathrooms the inside were going to see how that works out if it works out good were going to do the same thing at Weedpatch Park is pretty pricy so were going to see how it works here first, we stripped and waxed the hall floor a couple of weeks ago it kind of put us behind in a couple of things outside but were caught up now, recently I contacted one of our chemical distributer I talked to her and she came out and gave us a class on one of the chemicals we use in the pool it was on the sodium chlorine next month she's going to come out and give us another safety meeting on the hypochlorite acid that's good that our chemical company and come out on whatever we need they come out, we just installed the new stove in the senior side kitchen we were having problems with the old ones I had the gas company come out because the woman smelled has the part to fix it was 168 dollars so we went ahead and got a new one there not that expensive I think it was a little over 400 dollars but we had been having problems with that stove for a while, we have been taking over the custodial duties will use the last two hours of our day come inside clean up run the floor machine a little bit, there so many projects painting of the senior hall as you could see in needs it in here that's going to be done 8th-10th of next month everything else is running pretty smoothly everything is been pretty good in our end Mrs. Villanueva- how is it going with the lights Mr. Zamora- were going to schedule something when it slow down a little bit more will work on it, actually I want to get those dome before it starts getting dark early and the time changes we should have it done by then Mr. Horton- I'm very impressed with the safety meeting are those being documented Mrs. Cervantes- yes, she's doing that and she going to send us a e-mail Mr. Rodriguez- are they going to give the employees a certificate or something Mr. Zamora- just a letter Mr. Rodriguez- so you could put it in your file Mr. Perez- with the added duties how do you see that affecting the moral of the staff, does it take a mental toll having to pick up extra work Mr. Zamora- at first it kind of did cause having the pools up we were barely closing the pools and we had a couple of valves that we barely fixed today so were pretty much caught up actually is nice at the end of the day were hot and tired of being outside and come inside and clean no problem and with the safety training is yourself and Mr. Zamora- all the staff from the Bear Mountain Mr. Perez- does that include the pool staff Mrs. Cervantes- just office and maintenance staff Mr. Castrejon- is that the training were you could identify everything Mr. Zamora- yes everything to do with the chemical what it does Mr. Castrejon- now that you guys have applied the graffiti material you think go and do graffiti yourself and remove it and see if it works Mr. Hodges brought it up I think it's a good idea and that way we could just go ahead and use that material.

10.2 Recreation-Mrs. Cervantes- summer is over the pools are closed, Jr. Giants season is also over we had the tournaments the first two weeks of August the Lamont and Arvin what were working on right now is having a Halloween even here in our building having a haunted house we use to have it many years ago and try and see if we could do a trunk or treat also were going to try and get organizations to come out, I already talked to Rosalva and she's willing to work it and were going to see if we could do it in Arvin if we do it in Arvin will be using the pool for the haunted house Mr. Castrejon- if we could

get board members out there to represent I know Bob always goes out there and represents Mr. Horton- I went out to the tournament in Arvin last Saturday it was a great turn out they raised a lot of money barbecued parents were out there serving bringing food Mr. Perez- suggestion Lamont Chamber of Commerce see if they could help with the trunk or treat one question I did have were any surveys done with the parents or any feedback Mrs. Cervantes- no we didn't do any surveys but that's something we could look into Mr. Horton- maybe Jr. Giants have something like that, that you could get from them Mr. Perez- If we could have Rosalva come out and give us all her observations and feedback Mrs. Cervantes- she's here right now but she's trying to put everything away from the Jr. Giants so Ill have here come next month to give you guys a report Mr. Perez- I know that there was a lot of kids moved by the cleat drive so it would be nice to hear their feedback I know that there were a couple of kids that were supper excited about the idea about being faster Mr. Castrejon- can we also get a report in how it went with the swimming pool this year Mrs. Cervantes- do you just want a revenue and expense report Mr. Castrejon- cause I know that there are not working right know so maybe you could just get a report from him and then you could just report back to the board Mrs. Cervantes- I have the financial reports I was going to give you guys a overview of what the revenue was for the pools we got 9,111 as revenue that came in expenses were 32,013.50 so the negative was 22,902 for the season the six weeks Mr. Castrejon- for the year it was 32,000 Mrs. Cervantes- the expense is 32,000 that expense include salary, training, pool supplies the supplies are there trunks their tanks whistles stuff that they need, then the chemicals that we use the stuff that we buy for the concession stand it includes everything Mr. Castrejon- how did the Arvin one do Mrs. Cervantes- that includes both, the top is Lamont Pool then Arvin Pool and then all the expenses Mr. Castrejon- I see that the main expense is salary Mrs. Cervantes- is always salary 20,000 in salary and that's that we just open every other day when we open every day is a lot more both pools Mr. Castrejon- then we have to look into changing something up Mr. Perez- I like the fact when I looked at it the lessons are bringing in good revenue Mrs. Cervantes- we had a good turnout with the lessons we did them morning and evenings lessons I think that helped Mr. Rodriguez- for parties you have zero Mrs. Cervantes- yes we didn't get any pool parties in Lamont all the pool parties were in Arvin Pool we had a Arvin Pool party had to get move to the Lamont because the pool pump messed up so it had to get moved to Lamont Mr. Castrejon- one suggestion that I would make the salary that is the largest expense considering AmeriCorps or talking to get volunteers Mrs. Cervantes- when we go that route we have to look at our liability issues we have to talk to our insurance company see how they feel about that Mr. Perez- what is that in regards Mrs. Cervantes- the salary Mr. Castrejon- I don't think it would be a problem with the liability is just talking to them and start right now for next year cause I now they get booked Mr. Perez- there might be like swimming or other clubs but I don't think AmeriCorps would be one of the organizations because they focus on conservation work we could use AmeriCorps easier for the parks than we can for something like the pools because the parks they could justify it for the pools we would have to go a different direction Mr. Rodriguez- in the concessions in the 545.40, how much money did we allow for the concession stand Mrs. Cervantes- we spend 1,200 and we made 700 and 545 we just broke even Mr. Hodges- I would just like to ad so everyone is just aware I just ask Lorena about the salaries is actually a bigger loss than this because that doesn't

include your guys workers compensation payment or taxes that have to go in that you could average between 12 and 15 percent additional on top of that amount to calculate just kind of estimate what workers com and insurance and taxes would be on those dollar figures Mr. Perez- salaries is it two separate teams of people that we have working at different pools or do we have on pool manager for both pools Mr. Horton- we have the same staff for both pools one day they are in Arvin and one day they are in Lamont Mrs. Cervantes- Its better for us to have one staff because it saves us money before we use to have a 50,000 dollar loss that's why we started doing one day here one day in Arvin Mr. Horton- I know this looks like a very big lost but we need to understand that this is recreation for the community if these pools go away what do we offer to them Mr. Rodriguez- I want to go back to this concession stand what I want to see is how much money was left over I want to see if it was ten dollars, five dollars, six dollars you say we don't make very much Mrs. Cervantes- forty five dollars Mr. Rodriguez- how do you account for that were do does forty five dollars go exactly Mrs. Cervantes- into our bank account we receipt the money on a daily basis they bring us in the money and we deposit it so it comes in as receipt it and deposit it Mr. Rodriguez- I understand I would rather see on paper what we started off with and what we sold Mrs. Cervantes- right here on the back you will see what was brought in daily it has the date and I will give you a brake down of how many participates we had and how much was brought in for admission and how much was brought in for concession there is a brake down for you guys Mr. Horton- I would caution you about the volunteer because if you get someone that is going to volunteering there not going to be getting paid to stand in the sun all day there are not going to be reliable I don't think and even if they're going to be volunteers they have to be certified Mr. Perez- I would like to have the pool manger give the pool manger come out and give us a summery cause ultimately he was also responsible for the lifeguards Mr. Castrejon- If he does come out remember his not an employee anymore would we be paying him to come out.

11. CALENDAR OF EVENTS:

- 11.1 Committee Meetings- Mrs. Cervantes- I meet with the five year plan committee we meet a couple of times and we went over a some of the stuff that we had met with the capital projects the list that you guys had gave me and then we went over the five year plan that we had made for Weedpatch Park so were going to try to put a list together and then I have a list to Anthony so he could start looking for prices so we could start putting it together to get a draft for you guys to look at so ill be probably meeting with them again before the next board meeting Mrs. Villanueva- the roof project we have it pending Mrs. Cervantes- that is one of the prices that Anthony is going to be getting for us were going to get prices on all the roofs so we can include it on the five year plan.
- 11.2 Events-Schedule for David Head Center
- 11.3 Events- Senior Center

12. DISTRICT BOARD MATTERS:

- 12.1 Discussion re: Policy Manual #2, attached to the BMRPD Bylaws (policies governing fees and charges)- Mr. Hodges- this is probably more than what you guys want to probably want to review right this minute but I gave it to you so you could review it there

is a couple of sessions that I would like you to mark to take home and really make comments on and on the next meeting you could talk about it among yourselves under the application procedures on page one if you look at sub section E it says hours of operations limited Sunday through Saturday and I don't have a time frame in there so that is something that the board needs to determine with the rental periods would last from and then under F observe holidays I put in there Thanksgiving, Christmas Eve, Christmas Day, and New Years Day no use should be scheduled on observed Holidays without district approval do you want to add additional days to that bring those suggestions so we could add them if you want to keep it that way no big deal will keep it that way if we turn back to page four under equipment use subsection B if you look at the last two lines other amenities potentially available include podium overhead projector, projector screen microphone, coffee pot I don't know if we have all those things I put them cause there general items that people usually request for different types of rental purposes if we don't have them we could cut them of here if we want to add more things just let me know so we could add other items that we can make available to the public so we can make their function a little bit better and under subsection C kitchen amenities include I don't know what is in the kitchen so oven, refrigerator, freezer, dishwasher, counter space, microwave, and sink if that's what we have great if we don't have that we could delete stuff off of there if we have more say we have a blender or different things will add it on there because this is a policy that people will receive so they understand what procedures they have to follow in order to rent any of the facilities so those are the main issues that I need you guys to come back with feedback on because I can't make plug those numbers or those things into their regarding the rest of it just review it all and if you have any suggestions you have any changes you want stuff cut out you want to add stuff come back with those suggestions let the rest of the board know you guys can discuss it if you give me direction will add stuff ill take stuff out no big deal if you look back at page 5 of 5 I want to focus on one area first just to bring it up to you so if we look at page 2 group priority rating now one of the things in our grand jury report is that we need to treat everybody the same but were still going to have non-profit and were still going to have everybody else in rental lease but I still broke that down to give priority because if we've got different entities coming in and asking for the same day there should be a set way for the district to priorities who gets rental first and so this brakes it down group A activities conductor sponsor by the district so the district should always take priority if it's a district function group B activities conducted by government agency so another government agency wants to use it they should take priority other than somebody else that's the way I'm suggestion it be C non-profit service organization and D private events so that kind of outlines if we have a non-profit come in and a full profit come in were going to allow the non-profit to take priority if you want to change that fell free to change it this is just the way I draft it as a suggestion to the board under liability to the district were are making one million dollar policy were Bear Mountain Recreation and Park District must be named as additional insured the previous was a 500,000 dollars were bumping that because a million is the typical amount of insurance that you need general operating regulations if you want to add to this take away from this that's fine simple things tobacco is not permitted this is Parks Recreations Department so don't smoke inside the facility no illegal activities no animal permitted inside the facilities only obviously designated service animal there's just things like that in there but like I said if you want

to get rid of some get rid of them this is up to you alcohol beverages use of service this is a big issue the old policy didn't address this very well so in here we break down exactly what needs to be done in order to get a license requirement they need to contact the State Alcohol Beverage control board I gave the address and the phone number in this policy for them to be able contact and be able to get the one day permit also we broke down and stated that alcohol cannot be sold unless you're using a caterer that has a alcohol license that allows you to sell that alcohol so they're going to present that specific license type which is 47 or 48 so its outlined in here nobody could say I didn't know no we put it in here this is the policy this is the law follow it or we have the right to terminate that function when we find out that there's no license available or you don't have a one day license for alcohol I also put in there all alcohol must be distributed by a server behind a table or a bar which must be monitored by the server at all time which keeps somebody present at the alcohol location another big one that we put in there is in order to serve alcohol at a function the function has to be fifty percent plus one person of people above the age of 21 so the majority of the participants at that function have to be of drinking age for alcohol to even be permitted we don't want a Quinceañera were there serving alcohol to the parents but you have a bunch of kids running around that's not appropriate at a parks and recreation I mean it's not appropriate anywhere but specially here, fees deposit to change that were going to require according this policy as it is now fifty percent total must be made at the time of the reservation so were getting the down payment so somebody is actually invested in this and not just reserving and saying no big deal I didn't pay for it there putting money down so we know it's a little bit more secure I also put in there we require 100 dollar security cleaning deposit I don't know if you want to keep that I think it's a good idea just incase there's additional cleaning that needs to take place and its going to cost the district money they could always get the deposit back if there's no additional cleaning but you mites well have them put it down and on page 5 of 5 is the rental rates table this is the table that was previously approved so if you want to make any additional changes to it now is the time to do it I put in this policy that the board is to review this policy at least once a year to make any necessary changes so it will be something that's an ongoing thing with the board whether it's this board or another board five years down the road doing the changes as needed but that's the policy number two right now so review it come back with suggestions for next meeting make suggestions there are no suggestions we could move to approve it do you have any questions Mrs. Cervantes- is there any committees that I need to meet with Mr. Hodges- I don't think a committee is necessary because one committee already meet to suggest the rental rates table and that's the prices that were suggested and approved by the board previously Mrs. Cervantes- on E we currently rent it from 8am to 2am that's what we currently rent it for you guys want to change that they use it from 8 in the morning to midnight and then they have two hours to clean from 12 to 2am and then like I said the deposit that they currently charge is 500 dollars and also I did notice that under the soccer field for Weedpatch Park we change to 10 dollars for the Bear Mountain Park but we didn't change for the Weedpatch Park Mr. Hodges- so what's in here is what was previously approved if you want to change it that's fine but I put it on what was previously approved Mr. Castrejon- so we could look over it and if you have anything you guys can bring it to the next board meeting and we could discuss it and then we could make a motion to approve it.

- 12.2 Discussion and Proposed Action- Approval of the 2015-16 Audit Report
Mrs. Villanueva- they didn't explain the loses of the twenty two thousand regarding the you said you were going to have a meeting with them and then you were going to inform us Mr. Castrejon- the thing with the audit they do a report and then look at the recommendations so basically we are not doing anything if we disagree on something that is on the audit report that this is wrong they wouldn't approve our audit report the audit report Mrs. Cervantes- you are thinking there is something in the is something wrong with the vacation Mrs. Villanueva- what I understood is absents haven't been presented Mr. Castrejon- from the audit report there was 22,000 dollars accumulated in vacation time and sick time all of that is time that's been accumulated that is on the audit report and that finding is recommended that the board did not have clear control of the accumulation that we did have control of how many days of sick time has been accumulated, whose tracking it because there is nobody tracking it Mr. Perez- how does that work in other boards is there a person designated to keep record of it but the board is not being inform of it Mr. Hodges- get the payroll company to track it on every single paystub and then every employee knows how much vacation time accrued sick time after the year expires if they use it or lose it type of thing because sick time is accrued to a certain time not a earn benefit like vacation time is and the employee handbook that was just approved by the board the sick time accrues to a certain point and then the vacation approves to a certain point and then you stop accruing until you use some of your vacation time so it's not unlimited cruel Mr. Castrejon- we need a clear tracking system Mr. Horton- you could just inform us orally we don't need to know that's not our job Mr. Castrejon- it is Mr. Hodges- the reason that the auditors are suggestion this tracking and that the board understand from a legal point of view if somebody quits their vacation time is owed to them and so that has to be accounted to them in the budget otherwise there wage and other claims if there not paid for that accrued vacation time within 72 hours within them quitting for having check ready when you terminate them and so it's a budget thing so it's a wage in our potential law suit against you if you don't have does reserve a side to be able to pay that accrued vacation time Mr. Castrejon- direct District manager to give a quarterly report of sick and vacation time of staff

MOTION Mr. Perez moved Mr. Rodriguez second to approve items 12.2. Motion passed 5 ayes, 0 noes, and 0 absent.

13. FINANCIAL REPORTS:

- 13.1 Review of District's Financial Accounts- Mrs. Cervantes- County treasury we got the advance for two hundred thousand and then I transferred fifty thousand from the Community Trust Bank because we were cutting short we weren't having enough to pay our bills so just transferred the money right now we have two hundred fifty seven thousand and that includes the loan and the fifty thousand that I transferred and then in the Bank of America we have seventeen thousand and in the Community Trust Bank we have Five thousand right now.
- 13.2 QuickBooks Reports- Aged payables, balance sheet, profit and loss

MOTION Mr. Rodriguez moved Mr. Horton second to approve items 13.1.
Motion passed 5 ayes, 0 noes, and 0 absent.

14. DISTRICT CLOSED SESSION:

14.1 Public Employment (§ 54957) - Title: Custodian

14.2 Public Employee Performance Evaluation (§ 54957) - Title: General Manager

MOTION Mr. Rodriguez moved Mr. Horton second to approve to go into close session at 8:16pm. Motion passed 5 ayes, 0 noes, and 0 absent.

Mr. Hodges- the board directed the general manager to take limited action regarding this position and its potential opening and regarding item 14.4 public employee performance evaluation title general managers this will be pushed over and tabled until the next meeting and the board will direct the general manger to put this item in the next month's agenda.

15. DIRECTORS TIME:

Mrs. Villanueva- good night and thank you for everything.

Mr. Horton- Nothing

Mr. Rodriguez- next time we have a meeting like this we can't be interrupted by this music next door I asked Mr. President if he could ask if they could turn it down or wait till were done with our meeting cause as far as I'm concern in the agenda in any kind of interruptions they could be kicked out to me that's not any worst having that music while were in here trying to talk the guy had to get closer to us to repeat what she was saying because of the noise.

Mr. Perez- in regards to the noise I would like to look into the rental policy and see if there is something written were the building can't be rented during the time were conducting our public meeting but other than that, thank you.

16. ADJOURNMENT

MOTION Mr. Rodriguez moved Mr. Perez second to adjourn at 9:29pm. Motion passed 5 ayes, 0 noes, and 0 absent.

