

Soledad-Mission Recreation District

Regular Board Meeting

June 28, 2022

at 6:00 PM

Windmill

Minutes

CALL TO ORDER: Chairperson Pete Meza called the regular meeting of the Soledad-Mission Recreation District board of directors to order at 6:12 PM. Board members in attendance were Veronica Fernandez, Mike De La Rosa, Karina Bravo, Candida Gudino. Also in attendance Andres Sarabia, District Operations Manager, and Frances Bengtson Executive Director.

1. PUBLIC COMMENT & CORRESPONDENCE:

There were no members of the public available for public comment. No public correspondence received. The Board did request information regarding the complaint process.

2. Strategic Planning & Infrastructure:

a. Board consideration choosing a Architecture Firm for Phase 1 of strategic plan. ACTION

The Board considered approving the section of the architecture firm. In Studio Architecture for phase 1- Concept Drawings and project budget for the purposes of fund seeking and for staff to facilitate contract negotiations in the upcoming weeks. Staff discussed the potential need for a special meeting to approve the contract if received prior to the next regular board meeting, and the need for legal counsel to review agreements prior to the District entering into agreements especially for construction projects. Staff will notify the Board if there is need for a special meeting prior to the July Regular meeting. Board Member M. De La Rosa motioned to select ISA for phase 1 services, for staff to move forward and facilitate contract negotiations. Motion was seconded by Veronica Fernandez.

Roll Call for Vote on Selection of Architecture Firm for Phase 1 of Soledad-Mission Recreation District Rehabilitation and possible expansion project.

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| Amendments or Notes: | |
| Motion: | Mike De La Rosa |
| Second: | Veronica Fernandez |
| Yeses | P. Meza, V. Fernandez, C. Gudino, K. Pinedo, M. De La Rosa |
| Noes | |
| Abstention, Vacancy, Absent | |

b. Timeline Update

3. Board Development: 25 Minutes:

SMRD staff led a discussion about "Starting with our Why" to help the board identify priorities and purposes of the District. Especially as the Board enters a time when the District will be challenged to problem solve operational finances, more so, even then past years. The following are responses provided by the board during Board Development session.

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| <i>Why is this component, service, or function of the District important?</i> | <i>Board Responses</i> |
| <i>Mission Statement: Purpose of the District</i> | <i>Magic of Community & sports Personal and Community Development and Creation Trustworthy Staff- As a board and when trusting children with Rec Staff Safe space for families Providing happiness, smiles on faces, collective community memories, peace and serenity. Inclusive Promoting/Providing opportunities for health and mobility for families Engaging the community Providing outlets and opportunities for connections</i> |
| <i>Board Role & Work</i> | <i>Back up and Support for District administration Provides overall direction and oversight Represents the individual community member Necessity for Executive Director Looks at the overall picture and the future, rather than the Day to Day operations.</i> |
| <i>In House administration of a small district</i> | <i>Cost Savings in in house services Consideration for HR consulting support and risk mitigation for the District.</i> |
| <i>Addressing antiquated practices and policies at a District level</i> | <i>Ensure adherence to current laws and regulations Clarity of procedure Communication with outside entities</i> |
| <i>Phase 1 Rehabilitation & Expansion, Concept Drawings and Project Budget</i> | <i>To reduce burden on the community To pursue funding for continuance of service of aging facility To better serve our community. To pursue partnerships with good faith efforts and investment in our facility.</i> |
| <i>Operations- Taking on rising costs of operations</i> | <i>To continue to serve our community. To uphold our formation purpose. To continue to augment tax revenue with program revenues</i> |
| <i>Open during the Winter Months</i> | <i>Recorded less losses while being open throughout the winter. Provided additional swimming lessons to families who may not be able to attend in the summer due to work. Provide community and healthy exercise to seniors and adults in the community through lap swim, and water exercise.</i> |
| <i>Aquatics</i> | <i>Primary function of an indoor swimming pool. Lifesaving skills and education Community and Health of Adults Provide options for special needs populations</i> |
| <i>Other Programs</i> | <i>To best serve our community and provide opportunities for exploring extra-curricular activities outside of work and school</i> |

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|---|---|
| <i>Collaboration with the City of Soledad</i> | <i>In the best services to our common community.</i> |
| <i>Employee Retention- Salaried Positions</i> | <i>Administrative employees provide supervision and structure for a very transitional staff (Hourly staff averages 2-3 years with District). To provide organizational history. To institute policy and procedure</i> |
| <i>Fundraising- Small Fundraisers (\$2-5k profit)</i> | <i>To provide exposure Acts as a community event in itself</i> |

4. CONSENT AGENDA- (5 Minutes)

ACTION

a. APPROVAL OF MINUTES:

Approval of Presented May Meeting Minutes

b. Approval of Checklists to date: *After review and consideration the Board approves the checks paid by the District.*

Items on the consent agenda are given to the Board Members prior to the meeting. These items represent routine organizational and operational matters. They are not voted upon separately unless decided on by the board.

After reviewing the consent agenda items C. Gudino motioned to approve the consent agenda items. Board member K. Pinedo seconded the motion. Motion passed with the following vote.

| | |
|--------------------|--|
| Motion made by | Candi Gudino |
| Motion Seconded by | Karina Pinedo |
| Yeses | P.Meza, V.Fernandez, M. De La Rosa, C. Gudino, K. Pinedo |
| Noes | |
| Abstain | |
| Absent | |

5. REVIEW OF FINANCIAL REPORTS

ACTION & INFORMATION

a. May Financial Report

Board complimented Bookkeeper and staff on improved reporting of financial reports, the additional of graphs, and context. Executive Director included a chart with narratives for current year expenditures and effects on the next year's budget. Staff pointed out the following highlights: Increases in worker's compensation costs to the District by 2.5%, increase to liability insurance pool by 35%, increases in Utilities 23% since 2018-2019, alongside minimum wage increases. The District also has seen increases in property tax revenues between 4-6% annually since 2010-11.

b. Consideration of proposed draft July 2022 budget

ACTION

Executive Director provided a budget for July 2022. The proposed budget for 2022-2023 had been pending the economic analysis presentation. Staff continues to work on the proposed budget and suggested possibly a special budget workshop for the Board of Directors. Board member Fernandez asked for clarification on the budget approval process, if the Board approves general budget categories or each individual line item, when the budget is reviewed and changes are made. The consensus was the board approves the budget. The Budget is reviewed in January and in May to make any necessary changes, the Executive Director has approval up to

\$2,000-2,500 and if any expenditures are needed outside of the approved budget the Board will be notified and approval requested.

6. BUSINESS ITEMS

INFORMATION

a. **BOARD MEMBER REPORTS** Any member of the Board who has represented the District at a community function or meeting will now report out on said event or meeting.

b. **STAFF REPORT**

Direction to Staff

i. **Update on Signature Card Process-**

ii. **County Signature Card-** Staff emailed an Adobe document to the Board requesting electronic signatures for update. The process is once one board member signs the document, Adobe automatically sends the document to the next board member on the list. The process has been halted, and will resume this week.

iii. **60th Anniversary Celebration**

Direction to Staff

District staff presented some additional planning details for the 60th anniversary community and moving the community celebration to October 2022 in hopes to promote open facility in the winter, create a community event without competition,

c. **MISCELLANEOUS**

INFORMATION

Chair Pete Meza presented the evaluation matrix for the Executive Director annual performance evaluation for the Board to complete prior to the next regular board meeting.

7. Items to be added to July 2022 Regular Meeting

a. **Executive Director Annual Performance Review**

b. **Architecture Services**

i. **Preliminary Budget for Renovation, Capital Improvement Project**

c. **Presentation by Economic Analysis Firm**

d. **RFP for Legal Services**

e. **RFP/RFQ for Audit Services for 6 years**

8. Adjournment

Meeting adjourned at 9 PM M. De La Rosa Motioned to adjourn the meeting. C. Gudino second the motion. The motion passed with the following VOTE:

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| Motion made by | Mike De La Rosa |
| Motion Seconded by | Candi Gudino |
| Yeses | P. Meza, C. Gudino, V. Fernandez, K. Pinedo, M. De la Rosa |
| Noes | |
| Abstain | |
| Absent | |

Chairman of the Board

Date

Deputy Chair of the Board

Date