

# Soledad-Mission Recreation District

Regular Board Meeting

January 25, 2022

at 6:00 PM

Windmill

## MINUTES

**1. CALL TO ORDER:** *Chairperson Pete Meza called the regular meeting of the Soledad-Mission Recreation District board of directors to order at 6:19. Board members in attendance were Mike De La Rosa and Candi Gudino. There are two vacancies on the Board. Also in attendance Andres Sarabia, SMRD Operations Manager, Erica Padilla Chavez- Strategist and Consultant (for a portion of the meeting), and Frances Bengtson, Executive Director.*

**2. PUBLIC COMMENT & CORRESPONDENCE:**

*There were no members of the public in attendance to comment on any item not appearing on the agenda. There were no public comments presented by Board Members at this meeting.*

**3. Strategic Planning Consultant Erica Padilla Chavez 6 PM**

*a. Strategist updated the Board on upcoming activities and research done regarding the RFQ process for a public agency, and next steps.*

**b. Request for Qualifications- Phased Architecture Services** **INFORMATION**  
**i. Appointments to RFQ review committee (1-2 Board Members Serve)** **ACTION**

*Mike De La Rosa motioned to nominate and approve Candi Gudino as board representative to the RFQ Review committee. Board chair Pete Meza seconded the motion. Motion passed with the following vote.*

Motion made by	Mike De La Rosa
Motion Seconded by	Pete Meza
Yeses	M. De La Rosa, P. Meza, C.Gudino
Noes	
Abstain	
Absent	2 Board Vacancies exist

**ii. Board to consider a not to exceed amount for Phase 1 of RFQ** **ACTION**

*The Board tabled this item until the appropriate time in the process, acceptance and selection of a Architecture Firm with an estimate for Phase 1 work.*

**4. Executive Director Report (5 Minutes)**

**INFORMATION**

*The Board provided clarification and direction to the Executive Director regarding spending limits and procedures for ensuring appropriate procedure is followed during business critical or business emergencies. The Executive Director is approved to make purchases or repair calls that do not exceed \$2,500. The Executive Director will obtain board approval for any expenditures that exceed the Board approved budget amount. The Executive Director will institute a practice of asking for a estimate of repair and equipment costs prior to approving work to be done, while that has been a practice for activities that are not business critical, this will be instituted for business critical events (the flow of business is affected, closure is imminent, or repair is necessary for business flow). Business critical events will also require notification of the Board Chair, and staff will follow recommendation to delay repair until the Board approves expenditure or continue with repair and the Board will ratify the*

expenditure of repair. This process is to ensure the Executive Director is protected against liability and litigation in the future.

**5. CONSENT AGENDA- (5 Minutes) **ACTION****

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.

**a. APPROVAL OF MINUTES:**

*Approval of Presented December Meeting Minutes*

**b. Approval of Checklists to date**

*After review and consideration the Board approves the checks paid by the District. The Board also commended Bookkeeper Dana Guidotti on her work to include additional information and clarification of Checklist including budget categories and descriptions of expenses.*

*After reviewing the consent agenda items C. Gudino motioned to approve the consent agenda items. Board member M. De la Rosa seconded the motion. Motion passed with the following vote.*

Motion made by	Candi Gudino
Motion Seconded by	Mike De La Rosa
Yeses	M. De La Rosa, C.Gudino P. Meza
Noes	
Abstain	
Absent	2 vacancy exists

**6. REVIEW OF FINANCIAL REPORTS **ACTION & INFORMATION****

**a. December Financial Report-**The December financial reports were reviewed by the Board. Chair Meza pointed out that the revenue from October, November and December resulted in less of a loss than if the pool remained closed. Should the Board decide to remain open for the 2022-2023 winter the staff has a better idea of scheduling, costs, and expected revenue and the District is likely to see improvement in the 2<sup>nd</sup> open winter. Should the Board decide to close during the winter months the recommendation is to lay all staff off, and hire a part time pool maintenance person to reduce losses to the District, rehiring staff upon reopening of the pool.

**b. Board Audit Review and Acceptance **ACTION****

The board reviewed the completed audit report for Fiscal Years 2019 and 2020. The next Audit recognized the missing management letter that lists recommendations and highlights of the audit and to ensure the next audit RFP includes this component in the scope of work.

*C. Gudino motioned to approve the Audit review and acceptance. Board member M. De La Rosa seconded the motion. Motion passed with the following vote.*

Motion made by	Candi Gudino
Motion Seconded by	Mike De La Rosa

Yeses	M. De La Rosa, C. Gudino, P. Meza
Noes	
Abstain	
Absent	2 Vacancies exists

**7. 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. 2022 Calendar and Programs**

**Direction to staff**

**i. Consideration of JR. Giants Program**

**ACTION**

M. De La Rosa motioned to approve the approval of the JR Giants Program for Summer 2022. Board member C. Gudino seconded the motion. Motion passed with the following vote.

Motion made by	Mike De La Rosa
Motion Seconded by	Candi Gudino
Yeses	M. De La Rosa, C. Gudino, P. Meza
Noes	
Abstain	
Absent	2 Vacancies Exist

**c. Consideration and approval of 2022 Wage Scales**

**ACTION**

M. De La Rosa motioned to approve the proposed 2022 wage Scales as presented. Board member C. Gudino seconded the motion. Motion passed with the following vote.

Motion made by	Mike De La Rosa
Motion Seconded by	Candi Gudino
Yeses	M. De La Rosa, C. Gudino, P. Meza
Noes	
Abstain	
Absent	1. vacancy exists, Ritchi FLopez

**d. 60th Anniversary Planning and Events**

**Direction to staff**

*Staff will bring merchandise options for the Board at the February Board meeting.*

**e. MISCELLANEOUS**

**INFORMATION**

**No miscellaneous items were presented.**

**THE Chair of the Board excused staff and called for a closed session regarding the performance review of the Executive Director.**

*The following is reportable action from the Board Closed session item. The Board approved a 4% increase to the salary of the Executive Director effective immediately as the 2% increase awarded in July did not consider the rate of inflation in the last 6 months. The Board wanted to ensure staff is not experiencing a loss during the extreme increased cost of living.*

**8. Items to be added to February 22 Regular Meeting**

**9. MARCH 2022- Friday Night Business Sponsors**

*Meeting adjourned at 9:46 PM.*

<i>Chairman of the Board</i>	<i>Date</i>
<i>Deputy Chair of the Board</i>	<i>Date</i>