March 2024 Staff Report

# Call To Order:

Please order a Drink and your meal on the way into the meeting.

# Public Comment

*At this time members of the public may comment on any item not appearing on the agenda. Under state law, matters presented under this item cannot be discussed or acted upon by the Board at this time. For items appearing on the agenda, the public is invited to make comments at the time the item comes up for Board consideration or action. Public comments are limited to Three (3) minutes per speaker unless a different time limit is announced. The District also accepts written public comments or correspondence that must be submitted to the Executive Director and Clerk to the Board 2 hours before the meeting for inclusion in this meeting. Written comments may be submitted via email to* [*buildingcommunity@soledadrec.org*](mailto:buildingcommunity@soledadrec.org) *with the Specific Subject line: FOR PUBLIC COMMENT or submitted via mail addressed to Soledad-Mission Recreation District ATTN: PUBLIC COMMENT P.O. Box 1650 Soledad CA 93960. Speakers shall refrain from using profane language and other disruptive remarks or behavior which disrupts or Disturbs the meeting, or risk being removed. Please contact District offices at 831.678.3745 if you have any questions.*

# Strategic Planning:

* 1. **Strategic Planning Session:** 
     1. **Consultant will join Via Zoom**
     2. Work Plan & Executive Summary
     3. Questions and Directives to the consultant and staff

# Consent Agenda

*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.*

* 1. *Minutes from February Regular Meeting*
  2. Checklists February to Date

Roll Call for Vote on Consent Agenda Items

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| --- | --- |
| Amendments or Notes: |  |
| Motion: |  |
| Second: |  |
| Yeses |  |
| Noes |  |
| Abstention, Vacancy, Absent |  |
|  |  |

# Financial Reports

# **February 2024 Financial Reports-**

When looking at the monthof February Here are a few items to note:

Revenue:

4000- April is our next large tax apportionment.

4151- Recreation & Family Swim revenue are down from the budget. We have open swim 2-4 Tuesday, Wednesday, Thursday, and Rec swim in Friday nights. All of those times see on average 3-5 users, some are lap swimmers or adult swimmers but very few Rec Swimmers. Typically we open on Saturdays after spring break but we ae considering postponing until after SHS swim season ends or loading Saturday Ams with structured swim times to ensure we recover staff costs.

4154- Rental income – has SHS Rental accruals and Dolphins accrual and outstanding invoice.

4161- Swim Lessons- slow return to our normal enrollments. We ae focusing on staff development to ensure lessons are high quality. Other options include running a promotion for the month of may lessons to boost enrollment.

4162- Water Ex is down, not offering PM class, but morning class is not changed just slow to return. Price has not changed, and registrations are offered in person and online. Our instructors have undergone some surgeries and another scheduled. We are actively looking for substitute instructor but may consider altering class schedule for upcoming absences.

4168.5- Girls Softball- Run all through Teamsideline there are 3-11-14 teams, 3-8-10 teams with many calls after registration was full and waitlists closed, 2- 5-7 teams. The fundraiser was by all accounts successful with $850 in expenses and $4,100 in revenue collected. So we will changes in both 4168.5 and 4200.

4160- Art program expected accrued income, also mini T-ball is full at 48 registrants and is very endearing on Saturday Ams.

Fundraiser- The Holly Jolly Christmas Tree Raffle is not listed on the revenue list, need to follow up with Dana to confirm where that is accounted.

4400- Donations- Soliciting donations for Operations/Programming has not been implemented yet.

Expenses

6005.1- Salaries- As stated settlement payments and changes to salaries included here.

6005.2- Hourly Salary savings in February $3,750 due to limited hours of Rec Swims, efficiency for online registration system, and within Softball Coordinator.

6020- Significantly higher than budgeted due to error in anticipated wage filings. With this item corrected the District should see a refund of several thousand dollars for 2023-2024 workers compensation paid.

6150- Program expenses are underbudget and will hopefully remain so. Softball coordinator has been very conservative only ordering field equipment and replacement equipment, and finding a cost savings in vendor for uniforms.

6300- Includes Erica Padilla Chavez and anticipating the cost of the audit is scheduled to happen so any additional funding here will be required.

7305- This is reimbursable to the legislative earmark, Staff has received, signed and returned the contract and now needs to complete the Grant Application process in order to be eligible for reimbursements. It is Staff intention to be eligible for reimbursements prior to year end. In hopes of balancing our 2024 Profit and loss reports.

Net Income: Please note the expenses listed for reimbursement and when comparing budget to actual profit and loss: amortizing property taxes looks great for budget but does affect how we read our monthly reports.

Directives to Staff:

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# BUSINESS ITEMS INFORMATION

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

## Board Compliance Requirements

1. AB 1234- **DUE APRIL 1st!**

Required of All Board Members- Staff imposed schedule on even years, please provide proof of completion.

[CSDA.net](https://www.fppc.ca.gov/learn/public-officials-and-employees-rules-/ethics-training.html) Access Free on demand webinars that meet this requirement.

1. AB1661 Sexual Harassment for Public Officials **DUE APRIL 1st**

Harassment prevention training for supervisors- offered by CSDA.net also meets requirements of AB 1661. you can sign in to the CSDA.Net website and access Free on demand webinars. You can also provide proof of certification to ED to ensure the District is compliant.

1. E File Form 700 on or before **April 1, 2024** as required by the County of Monterey.

CSDA has other webinars that may be free to CSDA members should you like to pursue Board Development in your free time.

# Executive Director Report

1. Specific Grant
   1. Received, Signed and Returned Contract
   2. Next Steps complete application then we can apply for reimbursement
   3. Time to Schedule a Meeting with Architects and Specialists again so that funding is available and scheduling can begin. Recommendation: Target reopen in January either 2025 or 2026
      1. Moving Forward with project- Until we are guaranteed to get reimbursed Staff needs explicit direction to move forward with Pool Specialists or architects regarding scheduling and planning.
         1. Pool specialists said priority would be underground plumbing of pool
            1. Refinishing pool
            2. Considering changing gutter system
            3. Updates to mechanical equipment
            4. Very limited funding available after these items.
            5. Will contact me again when they have better numbers and timelines if we are considering installation in October of 2024 or 2025. The Pool finish really needs to be completed soon. This also depends on access to funding.
            6. We are to meet again in February.
   4. Prop 68 Per Capita Grant- We are combining both Grant projects to have one closure completing most eminent repairs and rehabilitation.
2. Strategic Work
   1. Meeting with Strategist- Draft RFQ, Initial Conversations
   2. Finalized RFQ- will invite companies to submit discussed in initial strategic planning item.
3. LAFCO Municipal Services Review initial meeting scheduled for **April 2, 11 AM**
4. Audit- We have uploaded some of the required testing materials and need to ship off a box of supporting documents and hopefully be able to schedule a site visit ASAP.
5. SUSD Programs:
   1. SUSD Art Program
      1. We have a third staff person working three days a week to support this program. However ED has been covering delivery over the last two weeks through illness, scheduled PTO, and other conflicts.
      2. The Program is scheduled to be completed in May 3, 2024
   2. **Family Resource Center** 
      1. **ED submitted a proposal (see attachment) to Family Resource Center in hopes they would be interested in any of the Rec District Program. During an initial meeting, it was determined we would do a pilot program of 12 deliverable classes of parent child art programs T, W, Th, evenings between now and the end of the school year. This will translate to more programming in 2024-2025.**
      2. **Op Manager also proposed Family Swim Lesson workshops- Which they expressed interest in after this initial program.**
      3. **Also expressed interest in the Evolve Program for boys that was submitted in Spring 2022.**
   3. Potential Future Possibilities:
      1. Suggestion to propose swimming lessons through afterschool for January of 2025 to ensure funding is coming in for staff required for Jan.
      2. SHS Swim Team has started in water practices as MOU outlines, and will be hosting 3 meets at home this year.
         1. April 12
         2. April 19
      3. SUSD Swim Lesson Proposal- Submitted to Superintendent and Assistant Superintendent, follow ups have been attempted.
      4. SUSD Special Education Pool Visits- Submitted to SpEd Coordinator and Adaptive PE specialist, for Board approval in December, follow up email in March.
6. City of Soledad
   1. Presented Diving Block Project at March 6th city Council Meeting.
   2. Emailed City Manager, Rec Manager, and Board chair- Regarding a facility use agreement after seeing Little League efforts on City Council agenda.- Need to Follow up
   3. City of Soledad Board Appointed Vacancy- City Manager wants to wait until after new council seat is in place before trying to appoint to this seat. This will give the District time to finalize Bylaws. Need to follow up
   4. Reconvening the Subcommittee between board and City Council- Follow up in October 2024
7. ADP- Payroll Services- Scheduled for April.
8. Outstanding Human Resources activities
   1. Approved HR Specialist Review of Employee Manual with RGS. We have not heard back from original company. Looking into alternative consultants to complete this. Items of Question
      1. On-Call Employee Practices
      2. “15 Minutes early is on time, on time is late” Training terms
      3. Proposed personal retirement matching for FTE Response from Counsel: (The District) *(Cannot be offered) procedurally for a single employee – even in (the Executive Director) position. A retirement account of that type would have to be offered to similarly situated people. I’m in agreement with the bookkeeper that procedurally, cashing out PTO to keep (employees) under (stipulated) accrual balance for purposes of making a contribution isn’t appropriate. I’m NOT a benefit specialist in retirement accounts; however, I think that logistically, you can’t cash out PTO in order to make the contribution. Contributions need to be made over time before they are recognized by the employee, and those are already earned and credited hours.*
      4. Employee Uniforms
      5. Employee required Certification Reimbursements
   2. CAPRI General Managers Roundtable with Counsel regarding new Employment Laws. 1/30/24
9. Fund seeking Efforts-
   1. Soledad Recreation Foundation- Needed follow up to check on status of Foundation.
10. ED Professional Development and Required Training
    1. Form 700- Completed
    2. Completed AB 1234
    3. Completed CJIS Training- For Custodian of Records for the District

Operations Report

**See Attached Report**

**Staff Recommends approving the resolution as presented.**

# Board Changes Appointments and Removals

The Board of Directors is comprised of volunteers appointed to the Board of Directors. Attendance is required per board policy, stating board members may not miss more than two consecutive meetings or 3 meetings in a calendar year. Unfortunately, due to numerous scheduling conflicts, the Board is considering the removal/resignation of board member, Flavio Torres Diaz. Should Mr. Diaz Torres be removed or resign the Board has 60 days to appoint a replacement member for the remainder of Mr. Diaz Torres term for the purposes of the continuance and avoidance of disruption to District business. This position is a county appointment and would return to the county for an appointment for the next term beginning January 31, 2026. Should the Board be unable to find someone willing to serve on the board or the Board does not meet nor appoint someone prior to the 26 of May, the position will be appointed by county Board of Supervisors.

Staff Recommends accepting a resignation or removal from the position with gratitude for enthusiasm and interest, and encourage a return to public service when his schedule is more available. Board action:

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| --- | --- |
| Amendments or Notes: |  |
| Motion: |  |
| Second: |  |
| Yeses |  |
| Noes |  |
| Abstention, Vacancy, Absent |  |

Directives to Staff:

# Miscellaneous

### Items to be added to April 2024 Agenda

**Bylaws**

**Payroll Services**

Audit & RFP for Audit Services Next 3 biennial Cycles (FyE 2024 & 25, FYE 2026 & 2027, and FYE 2028 & 2029)

Committees to Consider

* + 1. Budget
    2. Executive Review
    3. City of Soledad Subcommittee
    4. SUSD Subcommittee
    5. Fee Review
    6. Program Development
    7. Public Townhall
    8. Community Task Force

Updates to County/City Appointments

# Adjournment

|  |  |
| --- | --- |
| Amendments or Notes: |  |
| Motion: |  |
| Second: |  |
| Yeses |  |
| Noes |  |
| Abstention, Vacancy, Absent |  |