

# Soledad-Mission Recreation District

Regular Board Meeting

December 28, 2021

at 6:00 PM

Round Table Pizza

## Minutes

1. **CALL TO ORDER:** Chairperson Pete Meza called the regular meeting of the Soledad-Mission Recreation District board of directors to order at 6:38 PM. Board members in attendance were Mike De La Rosa and Candi Gudino,. Also in attendance Frances Bengtson, Executive Director and Andres Sarabia, Operations Managers, Consultant Erica Padilla Chavez joined the group for about 30 minutes at 7:30 PM.
2. Chair to the Board called to amend the agenda and a Closed Session for the Board of Directors. Board Member C. Gudino motioned to amend the agenda to add a closed session for Board Discussion. Board Member. M De La Rosa second and 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

3. **Closed Session: Board Discussion:**

No action was taken during closed session discussion surrounding reviewing and understanding Board Reports prior to meetings. Staff was directed to send Board Reports as early as possible prior to a Board Meeting for review, questions, and prepared responses at the meeting.

4. **PUBLIC COMMENT & CORRESPONDENCE:**

There were no members of the public present at this time for Public Comment. Board Member Mike De La Rosa relayed continued confusion between the two entities City of Soledad Parks and Rec Department, and the Soledad-Mission Recreation District and receiving feedback about City Rec Programs.

5. **Executive Director Report** Executive Director delivered Executive Report orally as many items were Board agenda items for review and action at this meeting.

6. **CONSENT AGENDA-**

### ACTION

The board pulled both meeting minutes and Checklists for discussion and changes.

- a. **APPROVAL OF MINUTES:**

The November minutes were presented and Board Member C. Gudino called the Board's attention to the record regarding the Economic Analysis. The minutes did not accurately reflect the consensus of the Board in Item #4 of the agenda the Economic Analysis was approved via action, then later in the agenda during discussion there was a consensus to confirm that the District was able to afford the economic analysis prior to continuing the engagement of the firm, that an analysis of the budget was needed, and Board member Gudino called for the amendment in the November Minutes. Staff included the cost of the economic analysis in the proposed revised budget for 2021-2022 and has included the excerpt below of the amended November minutes, for Board Approval.

**{Excerpt from Amended November Minutes}** "The Board interviewed 2 Financial Analyst firms and after consideration and discussion awarded the project to Harris & Associates for the proposed price of \$19,000 and not to exceed \$25,000. The Board requested the Executive Director request an additional feasibility study for a potential ballot measure within the \$25,000 limit. C.Gudino motioned to approve

*the Economic Analysis Proposal. Board member M. De La Rosa seconded the motion. The 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 Exist

*Later in the agenda during discussion there was a consensus to confirm that the District was able to afford the economic analysis prior to approval, an analysis of the revised budget was needed at the December meeting, and before engagement in this process can continue. }*

**b. Approval of Checklists to date**

*The Board pulled the checklists to discuss a few items and to give Direction regarding future expenditures.*

- The Board questioned the CAPRI expenditures: Staff informed the Board that CAPRI-Check #10305 \$10,814 was for the Liability Insurance paid twice annually; and CAPRI Check # 10312 \$1,539 is a quarterly worker’s compensation payment calculated based on the staff wage expenditure. There was some confusion during this exchange, leading to the Board expressing doubts in the Executive Director’s capabilities and knowledge of expenditures and fiscal management.*
- The Board also addressed the APPI Check # 10313 \$8053 expenditure as being outside of the approval limits of management. This invoice was for two specific repairs to the Swimming Pool mechanical room, one being a repair to one of the heaters, and the second being to repair the pool motor and pump. Staff approved the repair without an estimate of the repair and a subsequent approval from the Board, or at minimum notification to the Board Chair as these repairs were business critical and could not return to operation without repair. The approval limit of the Executive Director is \$2,500 any expenditure over that amount needs to be cleared through the Board of Directors, and the Board Chair in the event that the flow of business and service is interrupted, and expenditure cannot wait until the next Board meeting.*
- The Board also requested a “GL report”, or expense report, and on the checklists reference to budget category and as much detail as possible, to prevent further confusion and to communicate as much information as possible to the Board.*
- The Board also requested a staffing report detailing the hours, and total paid in each category, i.e. how many hours were paid to swim instructors, front desk, lifeguard, etc.*
- The Board also expressed the need for close inspection of all expenditures at this juncture as the District is and has been experiencing operational deficits, and for staff to consider this the Board doing its due diligence and not micromanaging District day to day operations.*

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

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

*Consultant Erica Padilla Chavez spoke with the Board regarding strategic planning and setting up a special meeting to go over the feedback of the Community Task Force and recommended actions. The Board determined a special meeting would be most appropriate as there was more District business to continue that took priority. The Board will meet the second week in January for Strategic Planning and again the 4<sup>th</sup> week of the month for the January Regular Meeting. And will postpone the City of Soledad/District Subcommittee until after meeting with the strategist.*

**7. REVIEW OF FINANCIAL REPORTS**

**ACTION & INFORMATION**

**a. November Financial Report**

*The Board reviewed the financial report for November. The Board had requested additional financial reports at the November Board meeting and appreciated the reports and formatting provided by the Bookkeeper and staff.*

- *Staff provided a staff report of program analysis, and the board wanted to consider this analysis to determine what programs would need to be cut, and also staff will submit an expenditure request for Softball and the \$10,000 donation for Softball at the next regular meeting.*
- *"There was a discussion about the future plans of the Rec, and the possibility of fiscal failure, if the board did not take any action and continued with the Status Quo. Chair P. Meza expressed his concern with this strategic position, the current representation of the fiscal soundness of the Rec, the prior Executive Director proposed and Board approved expenses (2020-2021), and the proposed increase to expenses in this years budget. (2021-2022)"*

**b. Consideration of proposed revisions to the 2021-2022 Budget as Presented ACTION**

*The Board reviewed the proposed 2021-2022 Revised Budget and had many questions and needed more information from management in order to make the best possible decision. "There was a discussion about the future plans of the Rec, and the possibility of fiscal failure, if the board did not take any action and continued with the Status Quo. Chair P. Meza expressed his concern with this strategic position, the current representation of the fiscal soundness of the Rec, the prior Executive Director proposed and Board approved expenses (2020-2021), and the proposed increase to expenses in this years budget. (2021-2022)"*

**c. Adjourning for the evening and reconvening December 29, 2021 at 7 PM at the Windmill.**

**Soledad-Mission Recreation District**

Regular Board Meeting

December 29, 2021

at 7:00 PM

Windmill

**Minutes**

- 1. CALL TO ORDER:** *Chairperson Pete Meza reconvened the regular meeting of the Soledad-Mission Recreation District board of directors to order at 7:12 PM. Board members in attendance were Mike De*

La Rosa and Candi Gudino, . Also in attendance Frances Bengtson, Executive Director and Andres Sarabia, Operations Managers.

2. Executive Director Frances Bengtson addressed the Board discussing her view and recommendations from the prior meeting. Chairman Pete Meza and the other Board members also addressed their point of views and recommendations regarding the prior meeting. Chair Pete Meza shared that the District will continue to exist and serve the community although we may not be able to exist as management, the Board, or the even the community would like it to exist, but within the boundaries of the District's ability to provide services.

3. **Consideration of proposed revisions to the 2021-2022 Budget as Presented-Continued discussion and review from Prior Evening** **ACTION**

The Board continued to review the proposed Operational Budget with the additional narrative describing how and why the Executive Director changed projections for each line item.

- The Board identified the ideal goal of staying within the same percentage of revenue to expenditure, namely in the hourly wage category. Staff will work on the budget and report back to the Board on this item. Board Member C. Gudino Motioned to approve the revised 2021 budget as presented with the exception of Category 6005.2 Hourly Wages pending review and adjustment to recommended percentages. Board Member M. De La Rosa Seconded the motion and the motion passed with the following vote:

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

a. **Consideration and dedication of one time funds for longevity of District-Tabled pending special board meeting with Erica Padilla Chavez regarding Strategic Planning session.**

b. **Scope of work for Bookkeeping services-**

The Board identified a few additional items and language to the scope of work for the Bookkeeping services.

- i. To submit Board Packets as PDFs or excel Worksheets
  - ii. Quarterly to provide the graphs and charts-
    1. Revenues and Expenditures
  - iii. To break out each category of employee on actual reports, identifying hours worked and total amount paid.
  - iv. More detail including budget category and a description of the check lists paid.
- c. **Economic Analysis Update** Staff included the expense for the economic analysis in the proposed revised budget, presented and approved earlier in the meeting. Discussion and the submittal of relevant information has begun, and the Economic Analyst is out of the office for the holidays returning the following week.

d. **Board Audit Review and Adoption**

**ACTION**

The Board postponed this item until January 2022 and directed staff to find out about a management letter or a letter of recommended improvements to accounting.

4. **BUSINESS ITEMS**

**INFORMATION**

a. **BOARD MEMBER REPORTS** There were no board member reports as the Board had not attended any events as representatives of the Board. The Board did comment on the nice evening at the City of Soledad Centennial Gala.

b. **2022 Calendar and Programs**

**Direction to staff**

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

*This item was also tabled to the January Board meeting pending community discussion with the Little League to find out if there would be a community conflict with this program.*

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

*This item was tabled by the Board until the regular January Meeting.*

**d. 60th Anniversary Planning and Events Direction to staff**

*This is also tabled to have a full discussion at the regular meeting in January.*

**e. MISCELLANEOUS INFORMATION**

*The Board had some suggestions for operations, marketing, and staff to research:*

- 1. Advertising in neighboring cities.*
- 2. Advertising at the Movie Theater*
- 3. Grants may be available for making a commercial*
- 4. Contacting the community calendar 3 months prior to events*

**5. Items to be added to January Regular Meeting**

- a. Economic Analysis Update**
- b. Strategic Plan Work Plan update**
- c. Wage Scale Approval**
- d. Jr. Giants Program**
- e. Board Audit Review and Approval**
- f. 60<sup>th</sup> Anniversary**

**6. Adjournment**

*Meeting adjourned at 7:45 PM.*

Chairman of the Board

Date

Deputy Chair of the Board

Date