



**BOMBAY BEACH COMMUNITY SERVICES DISTRICT
BOMBAY BEACH, CALIFORNIA**

9590 Avenue "C", Niland, CA 92257
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<https://bombaybeachcsd.specialdistrict.org>

Regular Meeting Minutes

Board of Directors

James Connelly – Board Chair
Kimberly Hernandez – Board Vice-Chair
Paedrin Fusco
Candace Youngberg
Cameron Leslie

Date: March 16, 2023
Time: 05:00 P.M.
Place: 9590 Ave C, Bombay Beach
Niland, CA 92257

1. **CALL TO ORDER:** The meeting was called to order at 5:03 P.M. by Director Connelly.
 - A. Pledge of Allegiance to the Flag – The Pledge of Allegiance to the Flag was led by Secretary Sadorra.
 - B. Roll Call

Director Connelly	Present
Director Hernandez	Present
Director Fusco	Not Present
Director Youngberg	Not Present – Arrived at 5:07 PM
Director Leslie	Present

Three of five Directors present. Quorum met.
Staff Present: Secretary: Augustine Sadorra

2. **APPROVAL OF THE AGENDA:** The Board will approve the agenda for March 16, 2023 Regular Meeting as is or delete/clarify any item on the agenda.

Motion made by Director Hernandez to approve the agenda for March 16, 2023 Regular Meeting as presented. Motion seconded by Director Leslie. Motion passed by unanimous vote of Board members present. (3-0-0)

3. **PUBLIC COMMENT ON CLOSED SESSION ITEMS:** This is an opportunity for members of the public to address the Board on subject relating to closed session items only.

No comments heard

- 4. The Board will go into CLOSED SESSION.
 - A. To interview and consider the Appointment of a Public Employee volunteer. (one position)
Emergency Services Administrator. One applicant. Government Code § 54957.)
Two applicants.

Motion made by Director Connelly to go to closed session. Motion seconded by Director Hernandez. Motion passed by unanimous vote of Board members present. (3-0-0)

The Board went into closed session at 5:06 PM.

Note: Director Youngberg Arrived at 5:06 PM.

The Board returned to open session at 5:22 PM
At 5:22 PM the Board took a recess to reopen at 6:00 PM.

- 5. CALL TO ORDER AND RETURN TO OPEN SESSION AT 6:00 P.M.
 - A. CALL TO ORDER: The meeting was reconvened and called to order at 6:07 P.M. by Director Connelly.

- B. Pledge of Allegiance to the Flag – The Pledge of Allegiance to the Flag was led by Secretary Sadorra.

- B. Roll Call

Director Connelly	Present
Director Hernandez	Present
Director Fusco	Present
Director Youngberg	Present
Director Leslie	Present

Five of five Directors present. Quorum met.
Staff Present: Secretary: Augustine Sadorra

- C. Report from Closed Session:

Two applicants were interviewed for the position of Emergency Services Administrator

Motion made by Director Connelly to appoint Daniel Guerrero to the position of volunteer Emergency Services Administrator. Motion seconded by Director Leslie. Motion passed by unanimous vote of Board members present. (5-0-0)

- 6. APPROVAL OF THE MINUTES: The Board will review and approve the meeting minutes of the Regular of February 16, 2023 and the Special Called Meeting of March 2, 2023.

Motion made by Director Fusco to approve the meeting minutes of the Regular of February 16, 2023 and the Special Called Meeting of March 2, 2023. Motion seconded by Director Hernandez. Motion passed by unanimous vote of Board members present. (5-0-0)

7. **FINANCIAL REPORT:** The Board will hear a report on the financial status of the District as of February 28, 2022.

A.	County Auditor Account.	\$ <u>24,756.75</u>
	Positive Balance in County Fund Account	\$ <u>24,756.75</u>
B.	Bank of America Accounts	
	General Checking Account (ending 1946)	\$ 10,943.16
	Savings Account (6398) Bombay North	9,665.17
	Savings Account (5949)	65,795.75
	Savings Account (8163)	87,786.26
	Bank Accounts Total	\$ <u>174,190.34</u>
	TOTAL CASH ASSETS	<u>\$198,947.09</u>

There are two earmarked funds.

- Children's Festivities Fund had \$700.00 as of January 31, 2023. \$290.00 was returned to the account from the investment of \$500.00 for the Sip and Paint event that realized a loss of \$210.00.

Date		Rev	Exp	Balance
02/01/2023	Beginning Balance			700.00
02/14/2023	Sip n Paint unused funds	290.00		990.00

- The Emergency Response Unit (ERU) Fund had \$20,234.29 as of January 31, 2022.

Date		Rev	Exp	Balance
01/31/2023	Beginning Balance			20,234.29
02/06/2023	Paddle Locks for Fire Dept		20.97	20,213.32
02/07/2023	Combo Locks for Fire Dept		148.66	20,164.66
02/09/2023	Pro Training – Tng for ERU		1,145.45	18,919.21
02/17/2023	Refund – Locks for Fire Dept	20.97		18,940.18
02/17/2023	Refund – Combo Locks for Fire Dept	148.66		19,088.84

02/17/2023	Staples – ERU Office Supplies (Ink/Paper)		369.85	18,718.99
02/17/2023	Lowes – EDU – Med Trlr Plumbing Supplies		110.59	18,608.40
02/20/2023	Mileage for ERU Communication Tvl		73.26	18,535.14
02/20/2023	Fire Station IID Power Bill		63.68	18,471.46
02/20/2023	Fire Station CVWD Bill		43.49	18,427.97
02/20/2023	Med Trailer IID Power Bill		20.23	18,407.74
02/20/2023	Med Trailer CVWD Bill		43.39	18,364.35
02/24/2023	ERU – ADP HR Fees		150.00	18,241.35

Motion to approve the financial report was made by Director Youngberg. Motion seconded by Director Connelly. Motion passed by unanimous vote of Board members present. (5-0-0)

8. OPEN FORUM /PUBLIC COMMENT: This is an opportunity for members of the public to address the Board on any subject matter within the Board’s jurisdiction, but not an item on the published agenda. Public Comment on agenda items will be allow when agenda items is called by the Board.

Speaker #1 – Civico del Valle reminded the public of the un and coming meeting of Board of Supervisors that public input is needed to have the county publicly disclose the percentage of the public funds that will be distributed from the lithium project.

Speaker #2 – Ask the Board to look into adding the outlying spas to the district area of responsibility. This would give all the local area a voice on the Board.

Speaker #3 – Sonia reported that Charlotte from the IV Film Commission wanted to make a film shoot on Bombay North next Tuesday. The Board Directed staff to apply Board policy and procedures for rental of Bombay north.

Speaker #4 – Wanted to know if the sale of fish assholes was going to continue as fundraiser for the Emergency Response Unit.

9. OLD BUSINESS – DISCUSSION/ACTION ON THE FOLLOWING:

- A. Repair and resurfacing of Bombay Beach Streets – Report from the Imperial County Public Works Department.

No Report received from Public Works.

- B. Flooding at Bombay Beach - The Board will hear an update from Imperial County Public Works Department on the feasibility study for drainage issues in Bombay Beach to preventing flooding at Bombay Beach.

No Report received from Public Works.

- C. The Board will hear a report on the Park Grant application process. (Youngberg)

Director Youngberg reported that she is looking to find a vendor to do all the planning and installation of a small children's splash pad.

- D. The Board will hear an update on the Kitchen Remodel Project. (Youngberg)

Director Youngberg reported that three different vendors were request to make bids on the Kitchen project. On vendor stopped by and looked at the kitchen but never responded. One vendor JW Supreme Solution came and made an entire review of the project and submitted a bid of \$43,775.00. A \$10,000.00 deposit will be required before the contractor can start and the District will be responsible for the demolition of the kitchen which will require gutting the kitchen.

Motion made by Director Hernandez to accept the bid from JW Supreme Solutions. Motion seconded by Director Fusco. Motion passed by unanimous vote of the Board. (5-0-0)

- E. The Board will hear an update on the process to establish an Emergency Medical Response Unit (ERU Admin).

There are eleven (11) volunteers to the Bombay Beach ERU. The goal is to train all volunteers to a level of competency that they can respond to calls in support of the Imperial County Fire Department. Use of communications equipment, CPR training, First Aid training and getting the Fire vehicle endorsement for all volunteers is the immediate goal. It is estimated that the unit will be ready to provide response as First Responders around the April – May time frame.

- F. The Board will hear an update on the status of the medical trailer. (Youngberg)

Mr. Quinn reported that the Medical Trailer and park sprinkler systems is in working order. The sewer drain system still needs some work. The Medical Trailer will need a new air conditioning system.

- G. The Board will hear an update on the process to acquire the Fire Department Building at Bombay Beach.(Item Tabled 2/16/2023)

- H. The Board will hear an update on what to do with the Large Water pump that belongs to the District. (ERU Admin)

ERU Administrator Thomas reported that the goal is to get the pumps up and running then to sell them thru a vendor. The Gorman pump can be put into running condition by the Gorman company if we can get it to Gorman Company. Cost of repair is around \$600.00. There will be additional cost to get the pump to the company repair facility.

Motion made by Director Fusco to authorize the cost to have the pump repaired and transported. Motion seconded by Director Leslie. Motion passed by unanimous vote of the Board. (5-0-0)

- I. The Board will discuss purchasing Business cards for Directors, Secretary/Clerk of the Board, ERU Administrators and IT consultants. (Youngberg)

Director Youngberg designed a batch of cards for all Board members ERU Administrators and he Secretary/Clerk/GM. This is an inexpensive solution to the Business Card issue.

- J. The Board will discuss changes to Board Policies:
- Board Secretary – Duties and responsibilities will be redefined to be consistent with required activities of a Secretary.
 - Clerk of the Board – Develop duties and responsibilities for the Clerk of the Board.
 - Meeting Minutes - The Board will discuss and decide on changes of how the Board will convert the meeting process to follow consent calendar procedures.
 - General Manager - The Board will review and discuss the Policy Committee's development of a Job Description for the General Manager that will be approved by the Board.
 - Board Duties and Responsibilities – Review the Boards Duties and Responsibilities that may be transferred to the General Manager.

The Board elected to call a special meeting in the future to address the policy changes in item J.

10. NEW BUSINESS – DISCUSSION/ACTION ON THE FOLLOWING:

- A. The Board will consider changing the date and time of the scheduled April 15, 2023 meeting.

Motion made by Director Youngberg to approve changing the date and time of the scheduled April 15, 2023 meeting to April 20, 2023 at 6:00 PM. Motion seconded by Director Leslie. Motion passed by unanimous vote of Board members present. (5-0-0)

- B. The Board will discuss establishing a meeting date for the Board to develop a strategic Plan for the District.

The Board elected to call a special meeting in the future to address the development of a Strategic Plan.

- C. The Board will consider adopting: POLICY TITLE: Use/Rental of District Equipment and Tools (Connelly)

After a review of the draft policy, it was determined that legal review will be needed to check that the contract and liability waiver is suitable for the policy/procedure.

- D. The Board will discuss and consider getting a plaque for Louie Knight for the Fire Station (Youngberg)

Motion made by Director Leslie to purchase a plaque honoring Louie Knight for his service to the Community. Motion seconded by Director Connelly. Motion passed by unanimous vote of Board members present. (5-0-0)

Continued discussion on approving putting a casted figure of a firefighter wearing a helmet and operating a fire hose at the fire station. Sonia Herbert had commissioned the statue before Captain Louie Knight had passed away, She will donate the statue. Directors will take a look at the statue and decide on accepting the statue. A special meeting will be held on Sunday, March 26, 2023 at 5:00 PM.

11. COMMUNITY REPORTS:

- The Highway 111 North-end Council will meet on March 23, 2023 at 6:00 PM at the Grace Smith School in Niland.
- There will be a fundraiser at the Fountain of Youth to provide supporting funds for the Bombay Beach ERU on Saturday March 18, 2023.

12. DISCUSSION/APPROVAL TO ISSUE DEMANDS: It is recommended that the Board approve payment of accounts payable in the form of demands. Copy of list of demands is available upon request.

Motion made by Director Youngberg to approve accounts payable to the County totaling \$1,576.16 and electronic bank payments totaling \$13,112.87. Motion seconded by Director Fusco. Motion passed by unanimous vote of Board members present. (5-0-0)

13. BOARD DISCUSSION/DIRECTIVES:

- Next meeting will require meeting with the American Legion to discuss the rental agreement.

- The Board will prepare to develop the Districts 2023-2024 Budget
- A letter was received from Farmers Insurance providing notice that The insurance on the Districts Fire Squad will not be renewed.
- The Board directed the Secretary to fill the vacancy for the CSDA annual Conference with an ERU volunteer.
- Director reports on attendance at the CSDA Leadership Conference
 - Directors Hernandez, Fusco, Youngberg and Leslie Attended the Conference.
 - All Directors agreed that it was a great learning experience. The made contacts with other attendees from other Special Districts from all over the State. There were a lot of offers to help our District in any way they could, the conference showed there was a need to establish a strategic plan and developing a district Budget. All Directors are looking forward to the Annual Conference.

15. ADJOURNMENT:


Motion made by Director Fusco to adjourn. Motion seconded by Director Youngberg. Motion passed by unanimous vote of Board members present. (5-0-0)


Meeting adjourned at 7:47 PM.


James Connelly



Paedrin Fusco


Cameron Leslie


Kimberly Hernandez


Candace Youngberg

Attested to:


Augustine Sadorra, Secretary