



**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

Cindy Hollenbeck - Chairperson
Ernest Hawkins
Louis Knight
Gloria Town
Michael Burnell

Date: November 21, 2019
Time: 06:00 P.M.
Place: 9590 Ave. C Bombay Beach
Niland, CA 92257

1. CALL TO ORDER: The meeting was called to order at 6:05 p. m. by Director Hollenbeck.
 - A. Pledge of Allegiance to the Flag – The Pledge of Allegiance to the Flag was led by Secretary Sadorra.

B. Roll Call

Director Hollenbeck	Present
Director Knight	Present
Director Town	Present
Director Hawkins	Not Present
Director Burnell	Not Present

Three of five Directors present. Quorum met.

Special Guest: Imperial County CEO Tony Rouhotus
Imperial County Fire Battalion Chie Juan Rodelo

Staff Present: Secretary: Augustine Sadorra

2. APPROVAL OF THE AGENDA: The Board will approve the agenda for November 21, 2019 as is or delete/clarify any item on the agenda.

Discussion – to afford guests, County CEO Tony Rouhotus, County Fire Battalion Chief Juan Rodelo some priority, motion made by Director Hollenbeck to move items 6B and 6F discussion of County Response to flooding and Road Conditions at Bombay Beach to follow item #3. Motion seconded by Director Knight. Motion passed by unanimous vote of Board members

present. (3-0-0)

Motion made by Director Hollenbeck to approve the agenda for November 21, 2019 with changes in presentation and correction to item 7. Change the second item C to item D and moving item 6 B and 6F discussion before Item 4. Motion seconded by Director Knight. Motion passed by unanimous vote of Board members present. (3-0-0)

3. APPROVAL OF THE MINUTES: The Board will review and approve the meeting minutes from October 17, 2019.

Motion made by Director Hollenbeck to approve the meeting minutes from the last Regular Meeting from October 17, 2019 as written. Motion seconded by Director Knight. Motion passed by unanimous vote of Board members present. (3-0-0)

Item 6 B and 6F discussed and acted on out of sequence:

- 6.B Maintenance of the Berm. –The Board will be updated on the progress of the District effort to provide flood protection for Bombay Beach. (Item introduced 11/19/2015)

The primary solution is for the District to develop a scope of work for the Berm Project. An alternate solution comes from the Imperial County Public Works whom has offered to research an option to fix the flood problem at 5th Street by putting in a drainage system that takes flood water via gravity flow from 5th Street to the sea.

Chief Rodelo provided information on the County's response responsibility to potential flooding on Bombay Beach. Director Knight commented that when flood waters being to build up on 5th Street, he will deploy the District owned pumps with the assistance of local help. Should Director Knight need assistance from County Fire, he will call in for assistance from Station 7, which is located in Niland. A question came up, what if Louie was not available? The County Fire Department would be contacted by the alternate first responder Thomas Weathered or by a Bombay Beach CSD Board member, and County Fire would respond accordingly.

- 6F. County Roads Department - The Board will hear an update on the results of the request to the County Roads Department for repair of the public streets on Bombay Beach. (Knight)

Although the Imperial County Public Works Director could not be at the meeting tonight due to his attention was required throughout the County because of major damage to county roads caused by the recent rains, CEO Rouhotus took on the task of collecting information to take back to the Public Works Director. The District would like to know the status of road repairs in Bombay Beach and see the timeline for being able to create a drain system to move flood waters from 5th Street out to the sea. Director Knight asked if the County could run a grader down Isle of Palm to temporarily smooth out the street.

Director Knight wanted to put sump pump on the next agenda, he has a contractor that could get him an estimate for putting in a sump pump and put a drain line through the 5th

Street berm. Questions came up about compliance with new laws relating to prevailing wage requirements. Since the District is a public entity, law requires that the District has a responsibility to assure that all contractors are in compliance with prevailing wage laws. CEO Rouhotus offered County assistance in gathering information on public contract requirement. The Secretary will be given assistance on developing a scope of work and other requirement from the County procurement officer.

CEO Rouhotus announced that there would be a “Ground Breaking” ceremony in Niland to kick off the beginning of putting in a new Fire Station, Sheriff Office Substation and cooling center, this will be in the first couple of weeks in January.

4. FINANCIAL REPORT The Board will hear a report on the financial status of the District as of October 31, 2019.

A.	County Auditor Account.	\$ <u>6,433.59</u>
	Positive Balance in County Fund Account	\$ <u>6,433.59</u>
B.	Bank of America Accounts	
	General Checking Account (ending 1946)	\$13,528.13
	Savings Account (6398) Bombay North	22,331.06
	Savings Account (5949)	70,684.79
	Savings Account (8163)	91,635.63
	Bank Accounts Total	<u>\$ 198,179.63</u>
	TOTAL CASH ASSETS	<u>\$204,613.22</u>

Motion to approve the financial report was made by Director Hollenbeck. Motion seconded by Director Knight. Motion passed by unanimous vote of Board members present. (3-0-0)

5. 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 agenda. Any action taken as a result of public comment shall be limited to direction to staff. (Please Limit Comments to 3 Minutes per speaker) (Each speaker is requested to voluntarily provide their name and residence prior to speaking)

A. Sonia Herbert – Local Resident – She introduced an idea of allowing the installation of a large metal art display on Bombay Beach North. Director Knight commented that it would not be possible because of County rules that would not allow the art display to be set up. Discussion led to possibilities on how the County Planning department might be able of take a favorable look at the project. Contact with County Planning would have to be made by the persons or party making the request to install the art display. The Board directed the secretary to add this issue to the next meeting agenda.

B. Sonia has been contacted by representatives from FEMA. FEMA Back Packs are

available for local residents and she would like to have a presentation to the Board and the public in December. The Board directed the secretary to add this issue to the next meeting agenda.

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

- A. Bombay Beach North Properties – The Board will consider approving a claim made by the heirs of Joy D. Johnson, Investor # 14.
- a. Investor # 14. A claim has been made by the heirs of Joy D. Johnson. The District's legal counsel provided a legal opinion that a claim form had to be properly executed by the claimant Railene Miles that the Board would consider sufficient for the district to authorize reimbursement to the claimant of investment #14.

Motion made by Director Knight to approve the claim of \$1,000.00 submitted by Railene Miles, heir of Investor # 14. Motion seconded by Director Hollenbeck. Motion passed by unanimous vote of Board. (3-0-0)

The Secretary was directed to issue a Cashier's Check from the Bombay North savings account, to Railene Miles at her address listed on her claim form.

- B. Maintenance of the Berm. – The Board will be updated on the progress of the District effort to provide flood protection for Bombay Beach. (Item introduced 11/19/2015)

See 6B discussion on page 2.

- C. Street Lights – The Board will hear on the progress of installing solar street lighting at Bombay Beach. (Knight) (Item introduced February 15, 2018) Director Knight reported that special brackets were needed to install the lights to the telephone poles. Laura, a representative of the Art Community and the Ministry of Kordada volunteered to take on the project of installing the lights.
- D. Disposition of excess equipment – Discuss the disposition of the blue water pump that is owned by the District. (introduced January 2018, Hawkins). Item tabled December 20, 2018 while waiting for Flood Control to be resolved)
- E. Bombay Beach Community Services District (BBCSD) Policies based on CSDA templates and Establish Policies based on CSDA guidelines, and establish procedures to carry out the Board Policies.

Four of the Five Directors have received BBCSD Policy Manual Sections I, II, III and IV draft hard copies, one director will receive his hard copy when he returns to the district.

Director Knight recommended that the issue be continued to next meeting when a full Board will be present.

- F. County Roads Department - The Board will hear an update on the results of the request to the County Roads Department on the repair of the public streets on Bombay Beach. (Knight) –

See 6F discussion on page 2 and 3.

- G. Process to put an Ordinance on the next Ballot to pay for street lighting (Hawkins - Tabled 3/21/2019)

- H. The Board will hear an update on the Trash Collection project at Bombay Beach. (Knight)

The Board will consider approval of the job description for Trash Collection Site Workers, approval of the application for applying for the positions, set and approve dates when applications will be accepted, set the date for applicants interviews and announce date selection of employees will be announced.

Motion made by Director Knight to approve the job description for Trash Collection Site Workers as with the following change: **BASIC FUNCTION:** Under the direction of the Bombay Beach Community Services District Board Chairperson, perform responsible duties.... Motion seconded by Director Hollenbeck. Motion passed by unanimous vote of members present. (3-0-0)

Motion made by Director Knight to approve the application for applying for the position of Trash Collection Site Workers as presented. Motion seconded by Director Town. Motion passed by unanimous vote of members present. (3-0-0)

Motion made by Director Hollenbeck to set deadline dates when applications will be accepted for Trash Collection Site Workers as December 21, 2019 at 4:00 P.M. Motion seconded by Director Knight. Motion passed by unanimous vote of members present. (3-0-0)

Dates for interview of applicants for Trash Collection Site Workers will be set at next regular meeting.

Laura from the Art Community announced that there about \$25,000.00 in funds that could be available for the Community to enhance the trash collection program. She presented the Board with a check for \$2,500.00 that should cover expenses for the current trash collection program for about a year. She recommended a discussion on possibly expanding the current trash collection program to include door to door collection services. The Board directed the secretary add the discussion issue to the next agenda.

- I. The Board will consider establishing an Ad Hoc committee to address Community concern to the Sheriffs' Office. (tabled 3/21/2019)

- J. Beautification of A Street – The Board will discuss ideas and inputs from the public on how to beautify A Street. (Introduced 5/16/2019) (Report by A Street Beautification Committee) The Board recommended that discussion on A Street beautification be continued at the January 2020 meeting.
- K. Southern Border Broadband Consortium (SBBC) (Kattro). (Introduced 5/16/2019) (Burnell)

Due to the absence of Director Burnell, the SBBC discussion will be continued at the next regular meeting.

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

- A. Adding Emergency Services volunteer first responder to Workers Compensation Insurance.

Thomas Weatherred has been reported to State Compensation Insurance and added as a Class Code 7707 First Responder and also reported to the County of Imperial Fire Department as a volunteer serving Bombay Beach Community Services District.

- B. The Board will hear a report on the purchase of a coffee pot for the District. The secretary reported that a commercial grade 50 cup coffee pot has been purchased and is in the District building.

- C. New Labor Law Posters for Employees – The Board will approve purchase of required Labor Posters.

Motion made by Director Hollenbeck to authorize the secretary to purchase the required 2020 Labor Posters. Motion seconded by Director Knight. Motion passed by unanimous vote of members present. (3-0-0)

- D. The Board will hear an update on the November 5, 2019 election results.

Results of the election showed that the top two vote getters were Louis Knight and Michael Burnell. The new Directors will be sworn in at the December 19, 2019 regular Board Meeting. Swearing in the two directors will result in a vacancy that originally occurred when Director Kattro passed away. Because the position was filled by appointment by Director Burnell, swearing him in as an elected official will automatically leave the 2 year appointed position vacant.

8. COMMUNITY REPORTS:

- A. Fire Department – Director Knight reported the Fire Department is doing well.
- B. Women’s Club – Director Town reported that the Breakfast was great. There will be a Mexican Brunch on December 8, 2019 from 11:30 a.m. till 2:30 p.m.. the Childrens Christmas party will be on December 21, 2019.

Comment was heard from Kim, recommending that the Women’s Club create a welcome committee to welcome new arrivals to the community.

C. Local Activities:

The American Legion Post will be conducting services for Wacko on Saturday November 23, 2019 beginning at 12 noon.

The American Legion Post will be having their semi-annual Fish Fry on December 7,2019.

Thanksgiving Day box meals will be distributed on November 28, 2019 starting at 11:00 a.m. at the Bombay Beach Community Services District Building. Approximately 100 meals will be available.

- D. Update on Neighborhood Watch Program. The Board the discussion will be carried to the next meeting when Director Burnell would be able to provide a report.

9. 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.

The Secretary informed the Board that the invoice from Republic Services is normally dated on the 20th of each month and is due by the 10th of the following month. Efforts have been made to change the billing dates to earlier in the month to coincide with the third Thursday of the month when the Board normally approves the demands, however Republic will not change. This will cause a late fee if invoice is not paid on time. Motion made by Director Hollenbeck to authorize the Secretary to pay Republic Services from the checking account to avoid late fees. Motion seconded by Director Knight. Motion passed by unanimous vote of Board members present. (3-0-0)

Motion made by Director Knight to approve accounts payable totaling \$ 1,929.31. Motion seconded by Director Hollenbeck. Motion passed by unanimous vote of Board members present. (3-0-0)

10. BOARD DISCUSSION/DIRECTIVES:

- A. The Board will hear a report from the Secretary on information received at the CSDA Annual Conference and the Secretary Conference.
- The Secretary reported that he learned quite a lot after attending the CSDA Annual Showcase Conference and the CSDA Secretary/Clerk Training Conference. A lot of the information gathered is being put into practice in the areas of using Roberts Rules of Order as a guide versus as strict rule for meeting order, knowing the difference between policies and procedures – After the new policy manual is updated, procedures manual will need to be developed. Applicability on updates on the Brown Act and Conflicts of Interest issues, FPPC updates and Form 700 and Conflicts of Interest – The Board will be completing their Forms in January, Proposition 218 and 26 for Secretaries, Understanding the Election Processes and many HR issues.
- B. The Board will discuss a letter received from LAFCO in reference to JPAs that the District is a part of. Director Knight has been on the Board the longest and to his recollection, the District is not a party to any JPA's

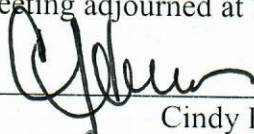
11. DIRECTOR REPORT – None

NEXT REGULAR MEETING:

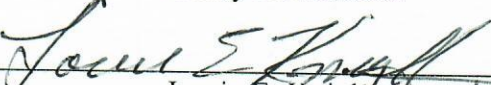
The next regular meeting is scheduled for December 19, 2019 at 6:00 P.M.

12. ADJOURNMENT: Motion made by Director Knight to adjourn. Motion seconded by Director Hollenbeck. Motion passed by unanimous vote of Board members present. (3-0-0)

Meeting adjourned at 7:32 p.m.


Cindy Hollenbeck


Michael Burnell


Louie E. Knight


Gloria B. Town


Ernest Hawkins

Attested to: _____
Secretary to the Board of Directors