



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

9590 Avenue "C", Niland, CA 92257
(760) 550-3264 or email: BombayBeach2015@gmail.com
<https://bombaybeachcsd.specialdistrict.org>

Regular Meeting Minutes

Board of Directors

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

Date: December 19, 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 6:03 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	Present
Director Burnell	Present

Five of five Directors present. Quorum met.

Staff Present: Secretary: Augustine Sadorra

2. **APPROVAL OF THE AGENDA:** The Board will approve the agenda for December 19, 2019 as is or delete/clarify any item on the agenda.

Motion made by Director Hollenbeck to approve the agenda for December 19, 2019 as presented. Motion seconded by Director Knight. Motion passed by unanimous vote of Board members present. (5-0-0)
3. **APPROVAL OF THE MINUTES:** The Board will review and approve the meeting minutes from November 21, 2019 meeting. Motion made by Director Hollenbeck to approve the meeting minutes from the last Regular Meeting from November 21, 2019 as

presented by staff. Motion seconded by Director Knight. Motion passed by unanimous vote of Board members present. (5-0-0)

The Board asked if there was any new technology that could be used to digitally record Board Meetings and create printable meeting minutes. The Secretary mentioned that he did see a demonstration at a recent CSDA conference that showed the meeting recorders. The Secretary was directed to check if the technology could be demonstrated to the Board.

4. Presentation by FEMA and disaster preparedness back packs for Bombay Beach. Mr. Bob Webster presented the FEMA "Bug Out Survival Bag". The Bag contained many survival tools and items that would be very helpful in a survival situation. The cost of each Bag is \$349.00.

Director Knight challenged the need to have a snake bite kit in the survival bag because he knows that from his experience as a firefighter that a lot of people do not know how to properly use the kit.

A question was asked if a small community like Bombay Beach could acquire some survival bags through any available grants. It was not know if there were any grants available for the survival bags.

Kim asked if the survival bag contents can be changed to meet individual needs. The bags can be modified for different areas. Some food supply can be added or other items substituted.

For any additional information, Mr. Webster can be contacted at (903) 708-0717

5. FINANCIAL REPORT The Board will hear a report on the financial status of the District as of November 30, 2019.

A.	County Auditor Account.	\$ 8,991.59
	Positive Balance in County Fund Account	\$ 8,991.59
B.	Bank of America Accounts	
	General Checking Account (ending 1946)	\$12,465.38
	Savings Account (6398) Bombay North	21,881.42
	Savings Account (5949)	70,688.86
	Savings Account (8163)	91,640.90
	Bank Accounts Total	\$ 196,676.56
	TOTAL CASH ASSETS	\$205,668.15

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

6. 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)

Sonia Herbert commented that the Districts Emergency trailer needs to get fixed and put into usable condition.

Kim commented that the District needs to have a Disaster Preparedness plan with medical supplies and those FEMA survival bags. She commented that the Board needs to support the needs of the Community.

Director Knight announced that the Community Service District Building was designated as the towns Disaster center. He explained that the building was designed and built to be earthquake proof. Director Knight explained that this issue was addressed last year at a meeting that established that the building was the disaster center for the district.

Ronda Hegadorn wanted to let everyone know that there is a form called a Transfer on Death (TOD) that can bypass the probate process. She asked if the Board could bring in an expert in to talk to local residents on the importance of having documents to let others know their wishes after their death. The Board directed the Secretary to contact an expert in this area and see if they can have a town hall meeting with local residents.

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

- A. Bombay Beach North Properties – The Board will act on closing the out the procedures for accepting individual claims on Bombay North.

Motion made by Director Knight to extend the deadline for accepting individual claims on Bombay North until January 16, 2020. Motion seconded by Director Hollenbeck. Motion passed by unanimous vote of Board. (5-0-0)

- 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 Department who have 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.

Director Knight provided some history on trying to fix the flood problem at 5th Street. In conclusion, the Board wanted to get on the County priority list to fix the problem.

Motion made by Director Burnell to invite Public Works Director John Gay to the January or February Board Meeting to provide the District an update on the

progress of providing a solution to the flooding problem at 5th Street. Motion seconded by Director Hollenbeck. Motion passed by unanimous vote of Board. (5-0-0)

C. Installing a sump pump at the corner of 5th and Isle of Palm to control flooding of 5th Street.

The Board will discuss and act the issues with contracting out to install sump a pump on the corner of 5th Street and Isle of Palm.

Director Knight had been working with Imperial Irrigation District (IID) to install a sump pump at the corner of 5th Street and Isle of Palm. Director Knight reported that IID has agreed to turn over the property at the corner of 5th Street and Isle of Palm over to the Bombay Beach Community Services District. Director Knight wants to put a District Pump into the sump hole that is currently owned by IID. Director Knight stated he has acquired permission from IID to utilize the sump pump hole.

There are many restrictions to just installing the pump. Laws now require compliance with prevailing wage requirements and hiring contractors for public works projects. The Secretary was directed to contact the County Purchasing office and develop a game plan on getting the process moving to legally get the pump installation completed. The Secretary will ask for assistance from the County to work towards moving the project to completion.

Bob wants to donate \$5.00 to the District to buy a Christmas card for Mr. Gay. The Board directed the Secretary to take the \$5.00 and purchase a Christmas card and deliver it to Public Works Director John Gay.

D. Street Lights – The Board will hear on the progress of installing solar street lighting at Bombay Beach. (Item introduced February 15, 2018).

Director Knight reported that one of the four lights was damaged in shipment or before he had a chance to inspect the lights. He also reported that he has the hardware to install the lights but will need to rent a lift. Motion made by Director Town to have the three working lights installed. Motion seconded by Director Burnell. Motion passed by unanimous vote of Board. (5-0-0)

The Board Directed Director Knight to contact the company where the lights were purchased to see if a replacement light can be obtained.

E. 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)

F. 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.

The Board directed the Secretary to carry the Policy item to the next meeting.

- G. 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) –

Director Knight reported that he is still waiting for the County to provide updates. He also has asked the County to grade some Bombay Beach streets.

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

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

1. The Board will determine a date to interviews applicants and announce a date when selection of employees will be announced.

Motion made by Director Knight to interview applicants for Waste Disposal Attendants and to select the employees on January 16, 2020 in a Closed Session. Motion seconded by Director Hollenbeck. Motion passed by unanimous vote of members present. (5-0-0)

2. The Board will continue discussion on enhancing the trash collection program.

Director Knight is currently running the Waste disposal site and will continue to run the site until employees hired.

Motion made by Director Knight to change the operating hours of the collection site to: Open on Sunday from 10:00 a.m. to 11:00 a.m. and on Wednesday from 1:00 p.m. to 2:00 p.m. Motion seconded by Director Burnell. Motion passed by unanimous vote of members present. (5-0-0)

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

- K. 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)

Greg Matlock reported that he has talked to County Board of Supervisors representative for the North End. There are grants available that He will be working with County staff to get a grant for the District.

- L. Southern Border Broadband Consortium (SBBC) (Kattro). (Introduced 5/16/2019) (Burnell)
Director Burnell has received SBBC information from the County Economic Development Department. Further developments will be reported as time goes on.

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

- A. Installing an art display on Bombay North. The Board will hear the progress on how the County is accepting the proposal to install the art display.

Sonia Herbert reported that she has talked to the County CEO and Supervisor Ryan Kelly of the project to install the art display on Bombay North. Director Knight stated that the use of Bombay North was not available due to a County restriction on renting out that property until the property is subdivided. In discussion, the Board has requested that the group seeking to install the art display talk to County Planning Department and report back to the Board before a decision can be made.

- B. Swearing in Elected Board Members: The results of November 5, 2019 Election were that the two vote getters were Directors Louis Knight and Michael Burnell, Director Burnell elected to accept the elected four year term. This decision will result in an open position of two years on the Board.

The Secretary administered the oath of office for Directors Louis Knight and Michael Burnell

Ernest Hawkins stepped down from the Board of Directors table

- C. A vacant position will be created when the new Board Members take their oath of office. The remaining Board will select a process to fill the vacancy.

Motion made by Director Hollenbeck to fill the position by the appointment process. Motion seconded by Director Burnell. Motion passed by unanimous vote of the sitting Board. (4-0-0)

- D. The Board directed the Secretary to advertise in the district in accordance with Government Code 1780. The District is required to post a notice of vacancy for fifteen (15) days before the Board makes the appointment. Applicants will be interviewed publicly. The Secretary shall immediately make applications for appointment available to District residents.

Motion made by Director Burnell to set the deadline for accepting applications for appointment as 4:00 P.M. on January 6, 2020 and that applicants will be interviewed publicly and selected applicant will be sworn into office at the January 16, 2020 meeting. Motion seconded by Director Knight. Motion passed by unanimous vote of the sitting Board. (4-0-0)

E. REORGANIZATION OF THE BOARD OF DIRECTORS:

Motion made by Director Knight to retain Director Hollenbeck as Board Chairperson/President for 2020 and also retain Director Burnett as Vice-Chairperson/Vice President. Motion and was seconded by Director Hollenbeck.

In discussion, the reason to continue Hollenbeck and Burnett as Board Chair and Vice-Chair is because they were only in the Chair positions for two meetings and should be given the opportunity to serve for at least a one year period.

Motion passed by unanimous vote of Board members present. (4-0-0)

- F. Approval to Submit Statement of Facts, Roster of Public Agencies Filing. It is recommended that the Board approve submitting a revised Statement of Fact to the Secretary of State, listing of Board Directors and Officers for 2020.

The Secretary was directed to carry issue to next meeting.

- G. Approval of the Imperial County Auditor/Controller Authorized Signature List. It is recommended that the Board approve the Imperial County Auditor/Controller Authorized Signature List.

The Secretary was directed to carry issue to next meeting.

- H. Adopt the 2020 Board Meeting Calendar. It is recommended that the Board approve the 2020 Board Meeting calendar.

Motion made by Director Burnell to approve the 2020 Board Meeting Calendar as presented. Motion seconded by Director Knight. Motion passed by unanimous vote of Board members present. (4-0-0)

9. COMMUNITY REPORTS:

- A. Fire Department – Director Knight reported the Fire Department is doing well. He will be participating in the annual Christmas parade at the Fountain of Youth. The Fountain of Youth will be holding a fund raiser for the Fire Department on January 11, 2020. In discussion it was noted that all checks should be made out to

the District and cash collections should list the name of the donors.

- B. Women’s Club – Director Town reported that the annual Children’s Christmas Party will be on December 21, 2019. Entertainment will be provided by the Salton Sillies and Santa Clause will make an appearance. 46 children are presently signed up for the party.

There will be a Breakfast on the 2nd Sunday in January.

- C. Local Activities:
The American Legion Post 801 will have their Pot Luck and Ugly Sweater Christmas Party on Saturday December 21, 2019.

- A. Update on Neighborhood Watch Program. No Report this month.

- 10. 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 Hollenbeck to approve accounts payable totaling \$ 4,232.94. Motion seconded by Director Knight. Motion passed by unanimous vote of Board members present. (4-0-0)

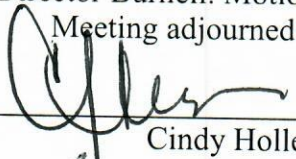
- 11. BOARD DISCUSSION/DIRECTIVES: None

- 12. DIRECTOR REPORT – None

NEXT REGULAR MEETING:

The next regular meeting is scheduled for January 16, 2020 at 6:00 P.M.

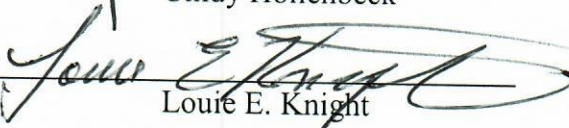
- 13. ADJOURNMENT: Motion made by Director Hollenbeck to adjourn. Motion seconded by Director Burnell. Motion passed by unanimous vote of Board members present. (4-0-0)
Meeting adjourned at 7:55 p.m.



Cindy Hollenbeck




Michael Burnell



Louie E. Knight



Gloria B. Town

Attested to: 

Secretary to the Board of Directors