



**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: January 16, 2020
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 Burnell	Present

Four of four Directors present. Quorum met.

Staff Present: Secretary: Augustine Sadorra

2. APPROVAL OF THE AGENDA: The Board will approve the agenda for January 16, 2020 as is or delete/clarify any item on the agenda.

Motion made by Director Hollenbeck to approve the agenda for January 16, 2020 as presented. Motion seconded by Director Knight. Motion passed by unanimous vote of Board members present. (4-0-0)

3. APPROVAL OF THE MINUTES: The Board will review and approve the meeting minutes from December 19, 2019 meeting. Motion made by Director Hollenbeck to approve the meeting minutes from the last Regular Meeting from December 19, 2019 as

presented by staff. Motion seconded by Director Knight. Motion passed by unanimous vote of Board members present. (4-0-0)

4. The Board will act on filling a vacancy on the Board of Directors from applications approved by the Imperial County Board of Elections. Appointment will be made following Gov. Code 1780. Applicants to be publically interviewed for Board Appointment: Gregory Matlock and Krystal Marie Worden.

The applicants introduced themselves and answered questions from the board. One individual requested and was allowed to ask a question of Gregory Matlock. The question was cut off when it appeared that the question was a personal attack against the Mr. Matlock

Motion to open nominations was made by Director Knight. Motion Seconded by Director Burnell. Motion passed by unanimous vote of Board members present. (4-0-0)

Director Town nominated Krystal Worden.

Motion to close nominations was made by Director Knight. Motion Seconded by Director Town. In a roll call vote

Director Hollenbeck	Nay
Director Burnell	Aye
Director Knight	Aye
Director Town	Aye

Motion passed by majority vote of Board members present. (3-1-0)

Roll Call Vote to appoint Krystal Worden

Director Hollenbeck	Abstain
Director Burnell	Aye
Director Knight	Aye
Director Town	Aye

Motion passed by majority vote of Board members present. (3-0-1)

A majority vote was cast for Krystal Worden. Krystal Worden was sworn into office by the Secretary. Director Krystal term expires December 2021.

5. 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.

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

6. 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.

Motion to approve the Imperial County Auditor/Controller Authorized Signature List was made by Director Hollenbeck. Motion seconded by Director Knight. 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 December 31, 2019.

A.	County Auditor Account.	\$ <u>8,910.38</u>
	Positive Balance in County Fund Account	\$ <u>8,910.38</u>
B.	Bank of America Accounts	
	General Checking Account (ending 1946)	\$ 9,995.16
	Savings Account (6398) Bombay North	22,156.79
	Savings Account (5949)	70,693.06
	Savings Account (8163)	91,646.35
	Bank Accounts Total	\$ <u>194,491.36</u>
	TOTAL CASH ASSETS	\$ <u>203,401.74</u>

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)

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 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. Kim – Wanted to know about the Building being declared the Disaster Center for the District. Director Knight explained that the Community Services Building was certified as the Disaster Center for Bombay Beach and FEMA was notified.

Kim wanted to know if the District was going to get some emergency bug out bags like those that were demonstrated by the FEMA representatives last month. Director Knight pointed out that it was each individuals responsibility to have their own emergency supplies. Discussion led to possibly establishing Block Captains to act as lead during a local disaster. Kim and Director Knight will work together to set up a committee to develop an emergency response policy for the District.

8. 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 terminate the process of accepting individual claims on Bombay North. 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 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. (Item initially introduced 11/19/2015) (Knight)

Public Works Director John Gay has agreed to attend the February 2020 Board Meeting to provide the District an update on the progress of providing a solution to the flooding problem.

Motion made by Director Burnell to turn the entire project of planning and development of the berm problem over to the County. Motion seconded by Director Hollenbeck. Motion passed by unanimous vote of Board members present. (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.

The County purchasing officer was contacted in December. In discussion on the steps to take to initiate a public works project, the Secretary was directed to contact County Public Works Director John Gay. In a meeting with Mr. Gay on December 23, it was recommended that the Districts attorney be contacted for legal guidance and direction. It turns out that the Districts counsel has experience in public works projects and would be the best resource for the district to use in considering going ahead with the project.

The Districts Counsel was contacted January 6, 2020. Because of the engineering required to develop the scope of work for public works projects, it may be out of the district's financial capability. It may be best to wait to have the County complete the project. Counsel pointed out that The States Salton Sea project would include completion of the required infrastructure work at Bombay Beach, this would redo any work the District paid for.

A Christmas card was purchased and delivered to Public Works Director on December 23, 2019 at 4:00 pm.

Motion made by Director Burnell to turn the entire project of planning and development of the drain issue over to the County. Motion seconded by Director Worden. Motion passed by unanimous vote of Board members present. (5-0-0)

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

An invoice for Zero cost was received from Superior Lighting. A new replacement light fixture was received by Director Knight on January 13, 2020 however, the fixture was received as damaged.

The Secretary reported that today, January 16, 2020, FedEx delivered a replacement light fixture.

Director Knight will install the four good fixtures, return the damaged fixtures and report on the status of the lights at next meeting.

- 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.

A copy of the Draft policies was given to Director Worden
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 has been trying to contact Public Works Director but can not get a response from his office.

- 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 discuss enhancing the trash collection program.

Comments from the public questioned why so many restrictions on what can or can not be put in the trash bins. Director Knight explained that a list of allowed or unauthorized items needs to be developed and published at the trash collection site. Director Knight announced that he will get a list published for the public.

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.

The Secretary reported that there is a grant being pushed by the state under Proposition 68.

Motion made by Director Knight to have the secretary pursue the grants made available under Proposition 68. Motion seconded by Director Worden. Motion passed by unanimous vote of Board members present. (5-0-0)

A member of the public wanted to know if the District could help set up a “sharps” collection program.

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.

The Board requested the item be carried to next meeting.

M. 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 on Bombay North.

There were no comments made by the item initiators. Item closed

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

- A. The Board will hear a report on obtaining automated Meeting Recorders. The secretary reported that the company providing the automated meeting recorders could make a presentation via virtual meetings. The Board directed the secretary to coordinate the presentation for the next regular Board meeting.
- B. The Board will hear an update on the State Directed Annual Financial Audit. The secretary reported that the State Directed Annual Financial Audit was complete and copies of the report would be available for directors at the next meeting.
- C. The Board will hear a presentation by the Imperial County Air Pollution Control District. (Knight)

Director Knight explained that County APCD requested to speak at the District meeting. The APCD officer did not show.

- D. CSDA Training Opportunities – Motion made by Director Knight to approve Workshop on Understanding the Brown Act on February 11, 2020 in Beaumont California for Directors Burnell and Worden. Motion seconded by Director Burnell. Mileage and Meals are authorized. Motion passed by unanimous vote of the Board members present. (5-0-0)

Motion made by Director Hollenbeck to approve the Secretary to attend the 2020 Board Secretary/Clerk Conference on October 26 thru 28 at Garden Grove California. Mileage, meals, hotel accommodations are authorized. Motion seconded by Director Knight. Motion passed by unanimous vote of the Board members present. (5-0-0)

In discussion, the board members will review training opportunities and make request to attend ongoing education and training opportunities over the next three months.

11. COMMUNITY REPORTS:

- A. Fire Department – Director Knight reported the Fire Department is doing well.

6 medical calls were made: 4 at Bombay Beach, 1 at Fountain of Youth, 1 at the Border Check Point and 2 unable to locate.

Director Knight reported that the Fountain of Youth (FOY) had a fundraiser for

the Fire Department and between \$7,000 and \$8,000 was collected. Final count will be made when FOY presents the collections to the District.

- B. Women's Club – Director Town reported that the Children's Christmas party was a great success. Between 30 to 40 children attended. Lots of pizza was consumed. There will be a Breakfast on the 2nd Sunday on February 9, 2020 from 8:30 till 11:00 a.m. The Women's Club will be selling deserts at the American Legion Chili Cook off on Saturday January 18, 2020 starting at noon.

In discussion, Director Worden requested to have coffee available at Board Meetings. Director Knight recommended that Director Worden be the official coffee person, Board agreed.

- C. Local Activities: The American Legion Post 801 will have their Chile Cook-off on Saturday the 18th beginning at Noon.
- D. Update on Neighborhood Watch Program. No Report this month. Director Burnell announced that there will be a Neighborhood Watch meeting on February 20, 2020 at 5:30 p.m. to work into developing a regular meeting schedule.

- 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 Knight to approve accounts payable totaling \$ 2,647.69. Motion seconded by Director Hollenbeck. Motion passed by unanimous vote of Board members present. (5-0-0)

- 13. BOARD DISCUSSION/DIRECTIVES: None

- 14. DIRECTOR REPORT – None

NEXT REGULAR MEETING:

The next regular meeting is scheduled for February 20, 2020 at 6:00 P.M.

- 15. CLOSED SESSION: Closed session to consider those matters permitted by the Brown Act. § 54954.5;
 - A. PUBLIC EMPLOYMENT (§ 54957.) – Title: Waste Disposal Attendant Interview

Motion made by Director Hollenbeck to go to closed session. Motion seconded by Director Town. Motion passed by unanimous vote of the Board (5-0-0)

The Board went into closed session at 7:50 p.m.

The Board returned to open session at 8:20 p.m.

B. Actions from Closed Session.

Motion made by Director Town to select Gary Strickland as an employees as a Waste Disposal Attendant. Motion seconded by Director Knight. Roll Call Vote as follows:

Director Hollenbeck	Abstain
Director Burnell	Abstain
Director Knight	Aye
Director Town	Aye
Director Worden	Aye

Motion passed by majority vote of Board members present. (3-0-2)

The Board of Directors is also the Human Resources Department for the District. The Board set the hire date as February 2, 2020. Hourly pay will be \$12.00 per hour.

Expected work schedule will be 1 ½ hours per day, two days per week. Hours will be Sunday from 9:30 a.m. till 11:00 a.m., and on Wednesday from 1:00 p.m. till 2:30 p.m.

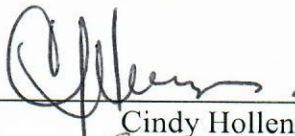


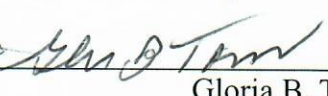
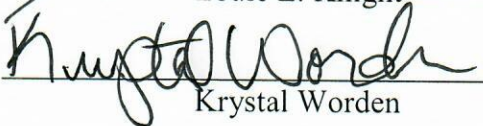
Employees direct supervisor will be the Board President. Time card verification will be completed by Director Worden. All time sheets must be turned over to the Board


President no later than the 12th of each month in order to meet timeline for submission to payroll. Director Knight recommended that the Live Scan and e-verify for back ground

report and pre-employment physical exam be skipped for this employee because he will only be monitoring trash collection. The secretary was directed to process all

documentation necessary to complete hiring process by February 2, 2020.

16. ADJOURNMENT: Motion made by Director Town to adjourn. Motion seconded by Director Knight. Motion passed by unanimous vote of Board members present. (5-0-0)
Meeting adjourned at 8:33 p.m.

 _____ Cindy Hollenbeck	 _____ Michael Burnell
 _____ Louie E. Knight	 _____ Gloria B. Town
 _____ Krystal Worden	

Attested to: 

Secretary to the Board of Directors