

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

9590 Avenue "C", Niland, CA 92257

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Regular Meeting Minutes

Board of Directors

Loyd Kattro - Chairperson
Cindy Hollenbeck – Vice Chairperson
Louis Knight
Gloria Town
Ernest Hawkins

Date: January 17, 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 6:0 p. m. by Director Kattro.
 - A. Pledge of Allegiance to the Flag – The Pledge of Allegiance to the Flag was led by Secretary Sadorra.

B. Roll Call

Director Kattro	Present
Director Hollenbeck	Present
Director Knight	Present
Director Town	Present
Director Hawkins	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 January 17, 2019 as is or delete/clarify any item on the agenda.
Motion made by Director Town to approve the agenda for January 17, 2019 with the following correction. Item 2, agenda date to be corrected to read January 17, strike out January 19. Motion seconded by Director Hollenbeck. Motion passed by unanimous vote of Board members present. (5-0-0) Correction to agenda made.
3. APPROVAL OF THE MINUTES: The Board will review and approve the meeting minutes from the December 20, 2018 Regular Meeting.
Motion made by Director Town to approve the meeting minutes from the December 20, 2018 Regular Meeting as written. Motion seconded by Director Kattro. Motion passed by unanimous vote of Board members present. (5-0-0)
4. FINANCIAL REPORT The Board will hear a report on the financial status of the District as of December 31, 2018.

A.	County Auditor Account.	\$ <u>1910.02</u>
	Positive Balance in County Fund Account	\$ <u>1910.02</u>
B.	Bank of America Accounts	
	General Checking Account (ending 1946)	\$35,611.97
	Savings Account (6398) Bombay North	23,867.28
	Savings Account (5949)	70,645.22
	Savings Account (8163)	91,583.26
	Bank Accounts Total	\$ <u>221,707.73</u>
	TOTAL CASH ASSETS	<u>\$223,617.75</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)

In Discussion it was disclosed that fuel had been recently purchased for the Fire Truck in the amount of \$1,928.76. Demands for the month of January 2019 will be \$ 7,226.62 and \$3,500.00 will be transferred from Checking to County Billing fund. Ongoing monthly revenues from the communication tower remain steady at; \$1,028.50 from ATT, \$958.81 from Verizon and \$1,102.50 from T-Mobile.

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 and to 30 minutes limit for open forum) (Each speaker is requested to voluntarily provide their name and residence prior to speaking)

The Secretary announced that all individuals that wanted to continue receiving the board agenda electronically would need to respond to the District email requesting to continue receiving the agenda electronically.

Comment heard from meeting participant – What would it take to pour gravel on 5th Street. Could the District purchase the gravel?

Director Knight responded that the County is responsible for repair of the towns streets. The Secretary was directed to contact County Road Department to see if the roads in the town could be graded and repaired.

Director Kattro reminded all that this was the 25th anniversary of the San Fernando Valley earthquake.

6. OLD BUSINESS – DISCUSSION/ACTION ON THE FOLLOWING:
- A. Bombay Beach North Properties – The Board will hear a report on the progress of the refund process with individuals claiming interests in Bombay North.

(Resolution 2018-06-01 ends June 21, 2019)

- With the finalization of Resolution 2018-06-01, a liability of \$39,000.00 was created.
- Of the original 39 investors. Eight have requested refunds. Three have been issued their \$1,000.00 claim.

Investors #20 – Original investor Lureta Maxwell and John Maxwell, per receipt #6010 dated 11/10/1981. No assignment of interest found. A claim for reimbursement has been received from Cassandra S. Rightler. The claimant has provided documentation that she is the Daughter of Lureta Maxwell and has provided documentation that she is the legal heir of the Maxwell estate. Motion made by Director Knight to approve the claim of \$1,000.00 submitted by Cassandra S. Rightler. Motion seconded by Director Hollenbeck. Motion passed by unanimous vote of Board. (5-0-0)

The Secretary was directed to issue a Cashiers Check from the Bombay North savings account, to Cassandra S. Rightler and to mail it to P.O. Box 937, Paducah, TX 79248.

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

Director Knight reported that he has talked with IID staff and was waiting for a call back from the Imperial Irrigation District to start the process to transfer the well at Isle of Palm and 5th street to the Bombay Beach Community Services District.

- C. Film Commission – Results of developing a bilateral agreement with the Imperial County Film Commission. (Hawkins & Hollenbeck) Item first introduced as agenda item in March 2016. No report, item carried to next meeting.
- D. Update on Neighborhood Watch Program - Director Hollenbeck reported that the next Neighborhood Watch Meeting will be on February 2, 2019 at 10:30 a.m. 10:30 a.m.
- E. Street Lights – The Board will hear on the progress of improved street lighting on Bombay Beach. Particularly for lighting streets that are used by the school bus. (Item introduced February 15, 2018, Kattro).

At December 20, 2018 Regular Board Meeting. Director Kattro made a motion to issue payment to Imperial Irrigation District (IID) for Street Lighting in the amount of \$25,000.00. Motion was seconded by Director Town. In discussion a threat of potential litigation was made by Sonia Herbert, At this point, the Board Chair stopped discussion on the issue because of potential litigation.

At the January 17, 2018 meeting, the opening discussion started with, a motion and a second was made to issue payment to IID for Street Lighting in the amount of \$25,000.00 at the last meeting and that a vote on the issue was not taken. In discussion, Director Town withdrew her previous second to the motion. Board President Kattro allowed one minute for a second to his motion. No second was made, motion died.

Director Kattro made a motion to move item 7E "Process to put an Ordinance on the next election Ballot to pay for street lighting" to join item 6E "Street Lighting" into same discussion because they both affect one another. Motion seconded by Director Knight. Motion passed by unanimous vote of the members present. (5-0-0)

Motion to discuss items 6E and 7E made by Director Kattro, motion seconded by Director Knight. Motion to discuss passed by unanimous vote of the members present. (5-0-0)

In discussion, the Board requested Director Kattro to get a cost of what it will take to put in efficient street lights in order to put the cost of street lighting to a vote by residents of Bombay Beach in order to have the local residents pay for the cost of street lighting.

The Secretary was directed to have the street lighting issue on the ballot for approval of an ordinance that would require residents to pay for street lighting through the tax rolls.

- F. 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)
- G. Bombay Beach Community Services District Web Site. (Kattro) The District Website is up and running. Staff from Streamline continually provide update training for Districts to stay in compliance with the many state laws regarding Special District websites.
- H. It is recommended that the Board adopt CSDA Policies based on CSDA templates and Establish Policies based on CSDA guidelines, and establish procedures to carry out the Board Policies.

Director Hollenbeck turned over the draft policy manual over to Director Kattro to start his review. Director Hollenbeck will completed her review of the CSDA policy templates using her electronic copy.

- I. Imperial County Registrar of Voters – Election Services Bill and alternate election options –

Directors Knight and Hawkins met on November 8, 2018 with the Imperial County CEO. The final determination on the election bill be announced by the CEO to the District.

On December The County CEO responded to the District meeting outcome. After reviewing the original invoice, the county Election Department adjusted the 2016 Election Cost from \$5,116.75 down to \$4,113.76 providing a \$1,002.99 reduction.

The final invoice will be presented for final approval at item 10 of the agenda

The Secretary contacted Mr. Corbin from Global Mobile, a company that conducts elections for Special Districts in hopes to seek an alternate method of electing the next Board positions. At a teleconference meeting on January 3, 2019 Global Mobile offered to work toward a cost 50% of what the County Elections Office was charging.

Motion to have the Secretary to continue negotiations with Global Mobile to get the final process and cost for the 2019 election was made by Director Knight. Motion seconded by Director Hawkins. Motion passed by unanimous vote of Board members present. (5-0-0)

- J. Update on how the District can utilize the Special District Risk Management Authority (SDRMA) services.

Contact has been made with Wendy Tucker, SDRMA Member Services Manager. Required documents will be exchanged with SDRMA to get the Districts three employees covered for workers comp insurance for 2019.

The District is also required to pay for the Bombay Beach First Responder, communications are ongoing in transferring the work comp coverage from State Comp Insurance to SDRMA.

On agenda for February will be a resolution for District to enter JPA with SDRMA for insurance coverage.

- K. Update on how the District can utilize CSDA Legal services

CSDA accommodate the required Sexual Harassment Prevention and Ethics AB1234 training: The Board directed the Secretary to set up a special meeting on February 16, 2019 at 10:00 a.m. for the Board to complete the required training.

- L. Update on the process to correctly reclassify employees and realign payroll to be in compliance with state guidance.

Employer Payroll Tax Account Number has been applied for from California Employment Development Department.

Contact was made with Garcia Preece CPA services, they are the current provider of payroll services for 2018. Garcia Preece notified the District that they will no longer be able to provide payroll services for 2019. Director Hollenbeck recommended the Secretary contact CSDA for assistance in locating an accounting firm that can complete the necessary services.

- M. Update on an offer from Sprint to plan a new wireless facility at 2193 2nd Street, Bombay Beach.

No new information since last update

- N. Update on new Computer for the District.
A new Desk Tower was purchased and MS Office was purchased by Director Knight. Plans to make room in office by removing two file cabinets and putting in a 3 ft desk to accommodate new computer station. Director Knight will be donating the work station desk, cables to connect the computer to the printers and a monitor for the new computer.

- O. The Board will consider hiring a General Manager (Kattro) – At December 20, 2018 meeting, Item tabled until January meeting.

After much discussion before a motion was heard, the Board Chair requested the issue be tabled until the next meeting.

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

- A. The Board will consider providing a letter of support for the Bombay Beach Art Festival. The letter will be addressed to the County Board of Supervisors to ask for a fee waiver for the festival (Kattro).

Motion to discuss the issuance of a letter of support for the Art Festival made by Director Hawkis. Motion seconded by Director Kattro. In discussion there was opposition to the festival because the festival promoters did not clean up trash after the festival. Director Knight commented that the trash became flotsam. Other comments brought up illegal parking and loud music late at night.

Motion made by Director Hawkins that the Board provide a letter of support for the Bombay Beach Art Festival to the County Board of Supervisors. Motion seconded by Director Kattro. In a roll call vote: Hawkins Aye, Hollenbeck Nay, Kattro Aye, Knight Nay, Town Nay, the motion was defeated 2 Ays to 3 Nays.

The Secretary was directed to reagenda the issue for the next monthly meeting.

- B. The Board will submit each Board Members Statement of Economic Interest/Annual Filing (Form 700) for submission to the County. This completed form helps disclose possible conflict of interest a Board Member may have. All Board completed form 700. The secretary was directed to register the forms with

Imperial County Elections office.

- C. The Board will consider purchasing and installing a meeting clock for the District (Kattro)
No Motion heard. Issue dropped from agenda
- D. The Board will consider increasing employees pay to offset the reduction in take-home pay created by the change in status from contractor to employee (Hawkins)
Motion to increase all District employees base pay by ten percent effective January 1, 2019 made by Director Hawkins. Motion seconded by Director Hollenbeck. In discussion it was pointed out that the transition from contractors to employees caused about a 10% decrease in employees take home pay due to FICA and SDI withholdings and the increase in base pay will only replace what was deducted. Motioned passed by unanimous vote of the Board (5-0-0)
- E. Process to put and ordinance on the next Ballot to pay for street lighting.
Discussion moved to item 6E.
- F. The Board will consider the seating layout for Board meetings (Knight). The Board room was reconfigured to where the Board sat in a V configuration so the Board Chair sat in the middle facing the audience with two Directors on each side. Comment from the Chair was he was able to see all Directors in this new configuration. Directors Knight, Kattro and Hawkins recommended that the tables be left in the new configuration for meeting going forward.

9. COMMUNITY REPORTS:

- A. Fire Department – Director Knight reported that the fire department is doing good with the fresh supply of fuel. 12 calls have been responded to in January.
- B. Women’s Club – Director Town reported that;
 - the Childrens Christmas party was great. The ladies from the Spa donated books for the children and Santa Clause showed up for the party.
 - Breakfast on January 13, 2019 went well.
 - At the American Legion Chile cookoff, the Women’s Club sold out all the deserts.
- C. Local Activities –
 - The annual Tentacle Festival will be on February 23, 2019 at Ski Inn beginning at 10:00 a.m.
 - It was announced that the Bianelli Festival will be held in March.

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.

In Discussion, the Secretary requested that the Board authorize auto bill pay for the District Cell Phone to Track Phone at approximately \$15.00 per month.

Motion made by Director Knight to approve auto pay for the Cell Phone bill and to pay accounts payable totaling \$ 7,226.62, and to authorize the transfer of \$ 3,500.00 from checking to the County account to cover January accounts payable. Motion seconded by Director Kattro. Motion passed by unanimous vote of Board members present. (5-0-0)

11. BOARD DISCUSSION/DIRECTIVES:

Director has been providing maintenance and repair of District properties. The Bombay Beach Sign light at Highway 111 and a leaking faucet in the building were identified as needing attention.

- The secretary was directed to contact Congressman Vargas office to see if he would come to Bombay Beach to hear complaints about the terrible mail service.
- The District received a report from the Department of Toxic Substances Control stating that a barrel of oil was found in the fence are of the Cell tower. Director Knight is working on getting a authorized disposal agency to pick up the oil and issue a receipt to show proper disposal of the substance.

12. DIRECTOR REPORT - NONE

NEXT MEETINGS:


A. Special Called meeting on Saturday February 16, 2018 at 10:00 for required Board training

B. The next regular meeting is scheduled for February 21 , 2019


13. ADJOURNMENT: Motion made by Director Hollenbeck to adjourn. Motion seconded by Director Kattro. Motion passed by unanimous vote of Board members present. (5-0-0) Meeting adjourned at 7:57 p. m.



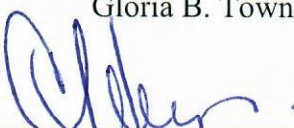
Louie E. Knight



Gloria B. Town



Ernest R. Hawkins



Cindy Hollenbeck



Loyd Kattro



Attested to: Augustine Sadorra, Secretary