

Soledad-Mission Recreation District

Regular Board Meeting

May 25, 2022

at 6:00 PM

Windmill

MINUTES

CALL TO ORDER: Chairperson Pete Meza called the regular meeting of the Soledad-Mission Recreation District board of directors to order at 6:25 PM. Board members in attendance were Veronica Fernandez, Candida Gudino, and Karina Pinedo. Board members absent Mike De La Rosa. Also in attendance Erica Padilla Chavez- Consultant for a portion of the meeting, and Executive Director Frances Bengtson.

PUBLIC COMMENT & CORRESPONDENCE:

There were no members of the public in attendance to comment on any item not appearing on the agenda. There were no public comments presented by Board Members at this meeting.

Strategic Planning & Infrastructure:

a. RFQ Review Committee

b. Selection of Architecture Firm

ACTION

The RFQ Review Committee met earlier in the week to review and compile their initial review of submittals to the RFQ for architecture services. They identified two firms to advance to the interview portion of the process. After discussing the urgency of the timeline in order to continue to fund seek through state funding vehicles, the board took the following action.

C. Gudino motioned to recommend the committee to meet with the top two contenders and depending on outcome of that interview, gave direction to District administrator to begin negotiating contract, seek legal review, and bring back the negotiated contract back to the Board for consideration. V. Fernandez seconded the motion and motion passed with the following vote:

Motion made by	Candi Gudino
Motion Seconded by	Veronica Fernandez
Yeses	P.Meza, V.Fernandez, C. Gudino, K. Pinedo
Noes	
Abstain	
Absent	M. De La Rosa

2. Induction of Board Member Karina Pinedo & Veronica Fernandez-

The board welcomed newly appointed Board members Karina Pinedo & Veronica Fernandez to the District Board. The County mails an oath of office the Board may want to consider adopting an induction process in the future. Standard practice has been an initial informational meeting with the Executive Director upon receipt of application, and presentation to the board of directors, as well as submittals to appointing agencies.

3. Board Development: 25 Minutes

Executive Director led a informational presentation on Board Education and development, including overviews of required biennial education for Board members (Ethics Training, and Sexual Harassment prevention training), as well as annual filings Form 700. Other topics included were what makes special district's special and Primary Roles and Responsibilities. Board roles and responsibilities will be covered in more depth and detail in the coming months. Executive Director also took the Board through the CSDA resources available to the Board.

4. CONSENT AGENDA- (5 Minutes)

ACTION

After reviewing the consent agenda items NAME motioned to approve the consent agenda items. Board member NAME seconded the motion. Motion passed with the following vote.

Motion made by	Karina Pinedo
Motion Seconded by	Candi Gudino
Yeses	P.Meza, V.Fernandez,
Noes	
Abstain	
Absent	M. De La Rosa

a. APPROVAL OF MINUTES:

Approval of Presented March Meeting Minutes

b. Approval of Checklists to date

After review and consideration the Board approves the checks paid by the District.

c. Update signature cards for the

County of Monterey account number 669 for the Soledad-Mission Recreation District. The following signors will be removed as signors Cindy Avelino, Laraine Lang, Ritchi Florez. The following names will be the official signors on this account

1. Pete Meza Board Member
2. Mike De La Rosa Board Member
3. Candida Gudino Board Member
4. Veronica Fernandez Board Member
5. Karina Pinedo Board Member

Union Bank Checking Account 47054721- The following signors will be removed as signors Cindy Avelino, Laraine Lang, Ritchi Florez, and all others. The following Names will be the official signors on this account:

1. Pete Meza Board Member
2. Mike De La Rosa Board Member
3. Candida Gudino Board Member
4. Veronica Fernandez Board Member
5. Karina Pinedo Board Member
6. Frances Bengtson Executive Director- Clerk to the Board

5. REVIEW OF FINANCIAL REPORTS

ACTION & INFORMATION

- a. **April Financial Report-** *The monthly financial Profit and Loss Statement and Budget Comparison were reviewed with the following notes provided by the Board of Directors. Commendation on the presentation of the reports and recognition of the work of Bookkeeper Dana Guidotti, and appreciation for the Executive Director’s narrative.*
- b. **Consideration of proposed end of the year expenditures and subsequent changes to the Budget.** **ACTION**

Executive Director provided a list of upcoming repairs and equipment purchase requests to the Board. As the only item exceeding the Executive Director’s purchase approval limit of \$2,000 is the necessary repair of the Backflow Prevention device. The Board motion to improve an increase of \$7,800 in property tax revenue as it has already been received by the District and directed the Executive Director to make additional purchases as the budget would allow. Other considerations outstanding payment for losses due to the October motor failure, and donation received by Nieto Family for Water Exercise equipment.

Board member C. Gudino motioned to approve the change to budget category 4000 from \$383,000 to \$390,800. V. Fernandez seconded the motion. Motion passed with the following vote:

Motion made by	Candi Gudino
Motion Seconded by	Veronica Fernandez
Yeses	P. Meza, C. Gudino, K. Pinedo, V. Fernandez
Noes	
Abstain	
Absent	Mike De La Rosa

6. BUSINESS ITEMS

INFORMATION

- a. **BOARD MEMBER REPORTS** *Any member of the Board who has represented the District at a community function or meeting will now report out on said event or meeting.*
- b. **STAFF REPORT** **Direction to Staff**

Staff presented board with staff report prior to meeting, which included updates about programming and upcoming summer programming, including collaboration with the City of Soledad on Day Camp and alternatives to original collaboration, as City delivery price changed and would affect the District’s losses in providing Day Camp. Other working items are the economic analysis, the upcoming RFPs for legal services and audit services.

- c. **Draft Budget-** *the 2022-2023 Budget was discussed in respect to planning for the impending recession and when to anticipate changes to program revenues, and property tax income. The Economic Analyst has projected providing an updates to cash flow projections at the beginning of June.*

- i. **60th Anniversary Celebration** **Direction to Staff**

Staff requested Board support for the upcoming 60th Anniversary celebration from the Board. Board members volunteered solutions for vendor solicitation and BBQ support. Staff will follow up with various board members on those items.

- d. **MISCELLANEOUS**

INFORMATION

7. Items to be added to June 2022 Regular Meeting

- a. **Executive Director Annual Performance Review**

b. Architecture Services

i. Preliminary Budget for Renovation, Capital Improvement Project

c. Capital Campaign

d. Softball Report

e. 60th Anniversary Celebration

8. Items to be added to July 2022 Regular Meeting

a. RFP/RFQ for Legal Services

b. RFP/RFQ for Audit Services for 6 years

9. Adjournment; The Meeting adjourned at 8:24 PM with the following action

Motion made by	Karina Pinedo
Motion Seconded by	Candi Gudino
Yeses	P.Meza, V.Fernandez,
Noes	
Abstain	
Absent	M. De La Rosa

Chairman of the Board

Date

Deputy Chair of the Board

Date