

## LA SELVA BEACH RECREATION DISTRICT

### Minutes for the March 11, 2020, Regular Meeting

#### ***New Resolutions and Motions Passed:***

**Motion: LSBRD will follow County Public Health Recommendations regarding public events, and between now and the April Meeting will not sign any rental agreements until clarification of the coronavirus situation. Moved Rhodes, Second Flores. Passed 3-0.**

#### 1.0 MEETING AND ORGANIZATION

##### 1.1 Establish Quorum & Roll Call

Called to order at 7:03 p.m. by Ashley Winn.

Directors in attendance: Chair Ashley Winn, Secretary Jim Rhodes, Rentals Mary Flores;  
District Manager Eden Serrano

Quorum established.

#### 2.0 PUBLIC FORUM

2.1 Russell Burlison of the Improvement Association Board requested that the Rec District help restrict Clubhouse rental parties from extending into unpermitted activities on the bluff, which requires I.A. approval. The Board agreed that a disclaimer can be added to the contracts to state that the District has no authority to sanction any use of the bluff, which will supplement the verbal notice District Manager Serrano already gives. A memorial service in February had carried out to the bluffs and violated I.A. regulations.

Resident Josh Schneider was present to offer construction guidance for Clubhouse Renovation. He was given the structural engineering drawings the District had, and asked the District to request a CAD file from Iland Engineering. He recommended another engineer that the District could hire to resume the project, and offered his advisory services, with the possibility of formalizing a paying relationship if significant time is required in the future.

Chair Winn formally swore in Mary Flores to the Board of Directors.

At the request of I.A. President Doug Green, Director Rhodes passed out a proposed Memorandum of Understanding between the District and the Improvement Association, which had been written in 2015 but never adopted. Future discussions between the Boards may ensue.

2.2 Jeff Powers was not present; landscaping news was included in the District Manager's report.

##### 2.4 District Manager Report

Rentals have slowed after a strong February. One security deposit was withheld after a renter left the Clubhouse trashed, including a blotch of red paint that won't come off of the floor. Another renter's check bounced and Serrano is still seeking reimbursement. A clog in the grease trap during a rental was fixed by the plumber with little inconvenience.

Serrano will talk to the county about property taxes on the cottage and why financial reports from a couple of past years do not seem to show the District paying them. No third bid was found for the playground fence repair--the Board decided the need on work for the perimeter fence is not a priority, but patchwork will be done for the basketball court fence; the green backboard will be an easier fix than previously thought.

A proposal from a company to handle the bidding process was deemed inappropriate for District needs. Insurer CAPRI along with Disability Access Consultants is assessing ADA compliance on the website. Serrano continues to fill in missing documents on the site. Capri and DAC will work in future with the District Manager for analysis of the physical properties. Serrano now has an LSBRD.org address that links to his Cruzio account.

Both landscaping backflows passed their tests. Weeding on berry bushes in "Scanlon's Park" adjacent Ian's Park will soon begin. Resident Byron Shugart will help install new light strings in the Clubhouse Hall that will be up to code.

Winn and Serrano will work together to figure out the breakdown of utility expenses to apply to the Library rent, and set up financial statements to easily identify and calculate these numbers in years ahead.

The Robin's Park Budget Committee may present their estimates for next year at the April District meeting. The District will set up its own budget committee at that time. Serrano will talk to the County about setting up the upcoming biannual audit.

Serrano will attempt to provide a breakdown of his workload and schedule.

### 3.0 REGULAR BUSINESS

3.1 The Minutes for the February Regular Meeting were presented. **The Minutes for the February Regular Meeting are approved.**

3.2 The financials for February were presented. A question arose as to why the adjusted budget shows a \$20,000 increase from the adopted budget in the accounting column. Serrano will investigate.

**Motion: The Board approves these figures for February :**

**G/L : \$329,611.32 Revenues : \$9,936.71 Expenses : \$26,064.20**

3.3 Clubhouse Locks and Keys

Serrano will begin investigating the process and impact of changing the clubhouse locks, trying to determine who currently has keys, and work with Director Flores to propose a policy.

### 4.0 CONTINUING BUSINESS

4.1 Bluff trees:

Rhodes reported that the I.A. had two bids for planting the 6 15-gallon trees to replace the ones cut down, and chose the one from their landscaper for \$1,400, which the Rec District will share. More County approval is needed as to planting location, and the I.A. will consult with the Rec District moving forward. The arborist has recommended that Monterey Cypress be planted on the southeast end. The I.A. presented a second invoice for completion of the approved tree work and the District will pay.

4.2 The County Auditor sent notification of the District's need to adopt the annual appropriation limit and provided the calculations. The Board will vote on this next meeting.

## 5.0 NEW BUSINESS

### 5.1 Rental Policy

Director Flores will head a rental committee to address the policies on donations, fundraisers, and community open events; on rental rates and contracts for private parties; and clarification of courtyard and parks usage. It will be looked into to see if CAPRI or other special districts have templates for charity event rentals agreements.

The current coronavirus crisis will affect public gatherings for the foreseeable future, and it was agreed to follow County Health Recommendations **Motion: LSBRD will follow County Public Health Recommendations regarding public events, and between now and the April Meeting will not sign any rental agreements until clarification of the coronavirus situation. Moved Rhodes, Second Flores. Passed 3-0.**

There are no events scheduled until April 25. Serrano will contact that renter and notify that there is a concern about that gathering. HUB Insurance will be consulted about the District's ability to cancel contracted events for public safety. Going forward, the District will create a waiting list for future events and will accept, but not cash, deposit checks to hold the date until circumstances allow scheduling.

## 6.0 FUTURE MEETINGS.

6.1 Next regular meeting, April 8, 2020.

## 7.0 ADJOURN REGULAR MEETING

7.1 The meeting was adjourned at 9:10 p.m.

Minutes submitted by Secretary Jim Rhodes  
Minutes approved April 8, 2020



Jim Rhodes, Secretary