**TUOLUMNE PARK AND RECREATION DISTRICT**

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS REVISED January 10, 2024 REGULAR MEETING 6:00 P.M.**

**18603 PINE STREET, TUOLUMNE, CA 95379 209-928-1214**

The Board of Directors of the Tuolumne Park and Recreation District met in regular session on Wednesday, January 10, 2024. Directors Mark Ferreira, Jake Feriani, Aaron, Rasmussen, Gretchen Sullivan, and Marty Anderson were present. Employees James Wood, Tonia Misenti and Kelly Bunnell were present. There was one member of the public present.

**Open Regular Meeting:** Chairman Mark Ferreira opened the meeting at 6:00 pm.

1. **Pledge of Allegiance:** Led by Mark Ferreira
2. **Approval of Agenda: Mark Ferreria** called for a motion to approve the Agenda.

Rasmussen moved to fix date at top

**Motion:** Rasmussen **Second:** Sullivan

**Ayes:** 5 **Nay:** 0 **Abstain: 0**

1. **Opportunities for members of the Public to address the Board:**
2. **Consent Agenda:**

* **Motion to approve Minutes as written**: Feriani **Second:** Rasmussen

Board Chairman **Ferreira** called for a vote on **Motion to approve the Minutes:**

**Ayes**: 5 **Nay**: 0 **Abstain:** 0

* 1. **Approval of Routine Bills**

**Motion to Approve Routine Bills: Motion:** Rasmussen  **Second:** Feriani  **Ayes**: 5 **Nay**:0

* 1. **Approval of November 2022 Warrant**

**Motion to Approve Warrant:**

**Motion:** Sullivan  **Second:** Ferreira **Ayes:** 5 **Nay:** 0

1. **Correspondence:** Nothing to report at this meeting
2. **Safety Meeting:**

* There were no employee accidents or liabilities.
* There is no new business or unfinished old business
* The playgrounds have been maintained for safety.

1. **Reports**
   1. **District Manager:**

* Made Concrete pour down center walkway at Theater
* Benches will next task and trenching for irrigation
* Still working weather permitting
* Worked on community Center removing carpet and paneling, found termite damage and having it remediated
* Having restroom retrofitted
* Having entrance door ADA retrofitted, ramp is existing
* Gave away/sold carpeting, Kelly sold pews, covers donated debris box.
* **Feriani** asked for an update on layout, **Wood** stated he is still making adjustments, suggested as possible agenda item for next month.
* **Sullivan** asked if we will still have 2 restrooms and **Wood** stated yes with one ADA compliant.
* **Wood** stated polished concrete flooring bid would be $21,900 and Laminate might be a possible cost-effective option. **Wood** stated he is also looking into tiling kitchen and bathroom. Laminate bid was $18,00 and he was sable to trim it down to approx. $7000 and we can install using in-house labor.
* **Feriani** asked if polishing bid was prevailing wage, **Wood** state it was.
* **Wood** then stated we could charge a fee for cleaning center to avoid damage to floor. **Sullivan** suggested a fee for Table and chairs set-up.
* **Rasmussen** suggested painting concrete floors, **Wood** stated it was not the aesthetic we wanted.
* **Sullivan** thanked Wood for putting chips in pathway and brought up concerns regarding about land adjacent to bike park being eroded by weather and asking why dirt was removed, Wood then stated it was removed for bike park and operator did not follow directions, it will be addressed and hopefully leveled back out.
* A member of the **Public** then addressed the board regarding community center and asked what determined how many ADA bathrooms we needed, then cautioning as we proceed with construction on building, we don’t own and without a permit. **Wood** then stated he has contacted other CSDs and County Council regarding the issue.
  1. **Maintenance Report:**
* Everything is shut off and winterized.
* Hall is getting lots of use, extra cleaning.
* Both tractors have been serviced, issues with larger tractor all addressed, $3000 total
  1. **Office/Events:**
* **Bunnell** stated office staff is working on Violence Prevention Plan, Capri inspection changed from 12 months to every 18 months.
* Staff is updating webpage and adding donation tab, **Sullivan** asked if they were deposited into Non-profit Acct., **Bunnell** stated yes.
* Tri-tip fundraising posters being printed and posted
* Staff sat down and mapped out events for the year.
* 6 out of 13 bands have been booked for summer concert series.
  1. **Finance:**
* **Bunnell** stated there was a minimum wag increase, one employee was affected and increased, there will be more increases again in 2026 to $18.00 an hour for employers with more than 26.
* **Bunnell** stated we have until May with QuickBooks until it expires and will increase from $550 annually to thousands, and will be pay-per-month. **Feriani** then asked about partnering with the county or finding an alternative. Discussion ensued regarding options for accounting software.
* **Bunnell** stated we brought in donations totaling $22,605, one being a $10,000 cash donation
* We sent out donation letters to local businesses
* Meeting with River Ranch, schedule possible fundraising event
* Bike park has spent $8,000 and Theater has spent $132,000
* Upcoming presentation with Sonora Area Foundation on 1/22, Lions club on 2/14. **Sullivan** asked if we are asking SAF for specific request or general, **Bunnell** stated we broke down our request per project, **Sullivan** asked if we are diluting the message and asked if we should focus on one project, **Bunnell** then stated she was instructed to do so by SAF.
* Bunnell Stated she had solicited interest in putting classes on at community center when it opens, Red Cross Blood drive for exposure, Local dance instructor from band that plays at concert series, group tutoring and finance classes.
* Bunnell stated that she is looking into coordination a radio-a-thon for project fundraising.

**8. DISCUSSION/ACTION ITEMS**

**8.1 Consideration of Mide-year Budget Review-Discussion** (45:33)

* **Bunnell** stated that office expenses are above average due to new laptop purchase for events coordinator and maintenance to existing computers to increase speed, Utilities are above average due to new community center, everything else is on track for budget projections.
* **Bunnell** stated wages are currently maxed out due to events and ongoing projects.
* Our General Fund is up to date as of November 2023.
* **Feriani** asked if we are in the 5th year for the county contract, **Wood** stated yes and that he will be speaking to the County Administrator to discuss/negotiate a possible increase of 1 to 2% for the future. Feriani suggested a possible ballot initiative to increase revenue. Wood stated the county is sending us work orders on a consistent basis, which gives justification for having the maintenance Contract.
* **Sullivan** asked about the effect of losing the sheriff department rental income, **Wood** stated that we are losing$3600 annually from termination of lease.

**9. Items to Discuss for Next Meeting:**

* 1. Consideration of Presentation on Plan for Community Center-Status update
  2. Consideration of Presentation on changes made to Employee Handbook
  3. Consideration of Review of County Maintenance Contract
  4. Consideration of Report on Presentations for Fundraising

**10. ADJOURNMENT** 6:46 pm **Motion**: Sullivan **Second:** Feriani **Aye:** 5 **Nay**: 0