

The minutes presented herewith are not a verbatim transcription of the regular board meeting held on designated date. The intent is to provide a synopsis of key points of discussion and to chronicle decisions and actions taken by a quorum of the Board of Directors (ref: Roberts Rules of Order, Section 48). For more information of background, please refer to the applicable Board Packet.

MEETING MINUTES  
SOUTHERN COACHELLA VALLEY COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS

Thursday, January 16, 2020

President Broughton called the regularly scheduled meeting of the SCVCSD Board of Directors to order at the Community Room of the Mecca Library Building in Mecca, CA at 7:35 p.m.

**PRESENT** Becky Broughton, President  
Ann Wells, Vice President  
Eugene Kitagawa, Director  
Frank Figueroa, Director  
Ben Crowson, Crowson Management Services  
Sgt. Sal Gonzalez, RCSO  
Colin D. Kirkpatrick, Attorney

**ROLL CALL** Becky Broughton, Ann Wells, Eugene Kitagawa, and Frank Figueroa

**ABSENT** None

**MOTION TO EXCUSE** N/A

**OATH OF OFFICE** Broughton presented the oath of office to Board member Eugene Kitagawa.

**APPROVAL OF AGENDA** M/S/C. (Figueroa/Kitagawa). Unanimous vote to approve the January 16, 2020 agenda.

**PUBLIC HEARING**  
**SCVCSD Placing Charges on Tax Rolls** N/A

**PUBLIC HEARING**  
**Burrtec Placing Charges on Tax Rolls** N/A

**INTRODUCTION OF VISTIORS**

**GUEST**

Ben introduced Colin Kirkpatrick. Colin said he has worked for Quintanilla for five years. Tuan is no longer with the firm.

**PUBLIC COMMENT\*\*\***

Luna stated his has petitioned the district to correct his assessment. This is being going on for two years, and his current bills still shows the charges. Crowson replied that Board has a process for all request for corrections of erroneous assessment and for two years Luna has refused to fill out the application. After he submits the form, he can proceed to remove and (if in fact is an erroneous assessment) he can request a refund to the Board. The District Board has procedure, and if there is an erroneous assessment, the procedure must be followed, Crowson said. Second, Luna asked if there is a way, he can get an exemption or if there is special application for special situations. Crowson said there could be as dictated by the County of Riverside.

**CONSENT CALENDAR**

M/S/C (Wells/Kitagawa). Unanimous vote to approve the Consent Agenda including items: Meeting Minutes of September 19, 2019; Payment of Invoices for the months of October/November/December 2019 and January 2020. Crowson said the updated invoices list includes a Burrtec assessment invoice. Broughton thanked him.

**REPORTS**

**SHERIFF'S REPORT**

Sgt. Gonzalez presented law enforcement Report for the months of September through December. He took over the team and his main goal is to be more visible. The main problem in the District is car theft. No changes in the team since the last meeting, he said. Significant reports are not sent daily, instead they are sent monthly including stats and value recovered items, felonies, and warrants. Broughton asked if possible, for him to let office know of any special situation occurring (before the news) in the District. We need to know in case our residents reach out to us, Wells added. Wells asked about LPR's. As of 2016, LPR's technology was prohibited, he said. Luna said if Sheriff contract includes vest, cells phones and other items: are these extra items besides meeting the obligation of the contract? Crowson said those items are within contract. Luna would like to see contract. Crowson noted his request. Wells and Boughton thank Sgt. Gonzalez for the great work.

**BURRTEC MONTHLY REPORT**

Crowson reported that Burrtec representative could not attend meeting. Tonnage report was included in packet. Last TOM day was canceled due to rain. We should be ready to open February, Crowson added.

**ACCOUNTANT REPORT**

N/A

**GENERAL MGR. REPORT**

Crowson presented the manager's report.

- A. Financial Status Report: Report as of November was included in packet. We should be at 41% revenue and expenditures. We haven't received our first revenue check yet. We are at 6.7% under in our general fund expenditures, 1.7 % under environmental fund expenditures, 24% under in our revenues. Fourth quarter check has not been received yet. Our total budget expenditures are at 6.7% through November. LAIF is a little low because funds are used to cover general fund expenses.
- B. Civil Grand Jury: He meet with grand jury. Some questions were responded today via email. We are waiting on their final report.
- C. Assessment Increase Update: We were advised to table resolutions and assigned and form an ad hoc committee to discuss the financial implications of such assessment. Attorney said committee would not be a Brown Act body. It should be comprised with no more than two board members and no staff. Committee will be bringing back ideas and recommendations to the Board, attorney said. Frank and Becky volunteered to be in committee, and Brenda will follow up to set a date and time to meet.
- D. Graffiti/Trash Abatement/TOM Site Reports: Covered in Waste Hauler Report section.
- E. 2020 SCVCSD Calendar of Events: Calendar is included in your packet and it includes important dates such Board meetings, TOM site dates and community council meetings.

**GENERAL COUNSEL REPORT**

N/A

**STRATEGIC PLANING**

N/A

**SUBCOMMITTEE REPORTS**

N/A

**LAFCO REPORT**

N/A

**COUNTY PLANNING/EIR REPORT**

N/A

**LEGISLATIVE ITEMS**

**A. Resolution 2020-01: Updating Authorized Signatures on LAIF Account.** M/S/C (Wells/Kitagawa). Becky said that money is only transferred from accounts after she has signs and sends documents to accountant and office. Money is only moved between our checking account and LAIF account, Broughton added. Accountant has a limit to how much money she can keep in the checking account: if too high, she can move it to LAIF account, then those funds are transfer back to checking account to pay bills. Roll call vote. Resolution passes unanimously with four ayes.

**B. Resolution 2020-02: Updating Authorized Signatures on Union Bank Account:** M/S/C (Kitagawa/Wells). Broughton said she can sign checks but rarely does, accountant signs most checks and pays bills. Roll call vote: resolution passes unanimously with four ayes

Wells requested a recess at 8:30 P.M. Becky called the meeting back to order at 8:34 P.M.

**C. RENEWAL OF MANAGEMENT CONTRACT:** M/S/C (Wells/Kitagawa). Motion to accept terms and for legal counsel to finalize contract with legal protections. For renewal for management contract for someone in an executive role, Brown Act requires at meeting in which any compensation is approved that the terms of compensation such as salary and fringe benefits are announced publicly at that meeting before board approves it. Attorney's suggests for Board to approve the terms and authorize legal counsel to finalize contract providing the legal protections to the District. You are welcome to approve or wait to see final contract, he added. Terms are 5-year contract, same compensation (\$7,500), with an extension of 5 years, and one-year severance pay, Broughton stated. Figueroa asked if this motion would pass or not pass the contract. Attorney said it will pass the contract. Proposed contract will largely mirror previous contract, attorney said. Motion passes with 3 ayes (Wells, Kitagawa, and Boughton) and 1 nay (Figueroa).

**CORRESPONDENCE**

**A. SDRMA: No Paid Claims Within the Prior 5 Consecutive years.**

**FUTURE AGENDA ITEMS**

- A. Subcommittee Recommendation for Assessment Increase Plan of Action.
- B. Assessment Increase Resolution/Plan of Action.

**REMINDERS**

Next TOM Site Day: February 8, 2020.  
Trashbusters Day: TBD.  
Next SCVCSD Board Meeting: March 19, 2020.

**DIRECTORS  
REPORT/COMMENTS**

**Wells:** Thanked Brenda for being so professional and thanked general manager for taking care of us.

**Kitagawa:** N/A

**Figueroa:** Requested assessment procedures for removal of erroneous assessment. Crowson said that will be emailed to the Board.

**Broughton:** She attended a presentation about the census. This is very interesting information; every person counted on census is worth \$2000 for your community. She would send information to see if we can have a presentation.

**CLOSED SESSION**

N/A

**ADJOURNMENT**

Meeting closed at 8:44 p.m. Next scheduled Board meeting is March 19, 2020 at the SCVCSD Office in Mecca.

*Recorded By:*

*Brenda Ortiz-Ruiz*