



FULTON-EL CAMINO RECREATION AND PARK DISTRICT

BOARD OF DIRECTORS REGULAR MEETING

ITEM NO. 4.A - MINUTES

Thursday, October 19, 2023, 6:30 P.M.
2201 Cottage Way, Sacramento, CA 95825

1. CALL TO ORDER - PLEDGE OF ALLEGIANCE

The meeting was convened by Chair Higgins at 6:30pm, with a Pledge of Allegiance.

2. ROLL CALL

Board Members:

Teresa Higgins, Chair - Present
Jessica Dias, Vice Chair - Present
Laura Lavallee, Secretary - Absent

Michael Seaman, Director - Present
Kathy Stricklin, Director - Present

Staff Members:

Emily Ballus
Linda Montijo
Mike Chahal
Ryan Harder

Becky McDaniel
Jayden Delfer
Beth Johnson - via Zoom
Robin Romines - via Zoom

3. PUBLIC AND VISITOR COMMENTS

Staff, Becky McDaniel announced a that memorial bench for Isaac Choy is being installed by Howe Park Softball Field 1. McDaniel invited the Board Members to visit the memorial bench after the meeting.

4. CONSENT ITEMS (Motion)

- a. Minutes of the September 2023 Regular Board Meeting
- b. Total Payroll, Supplies, and Revenue Summary Graph Year to Date
- c. Program Revenue and Refund Report for September 2023
- d. Payroll Report for September 2023
- e. Claims for September 2023
- f. Revolving Fund Report for September 2023
- g. Services and Supplies Summary Report as of September 2023
- h. Monthly Department Breakdown for September 2023
- i. Parks, Recreation, Facility Rentals, and Security Report September 2023

Director Seaman made a motion to approve the Consent items, and Director Dias seconded the motion. Motion passed on a 4-0-1-0

5. PRESENTATION

5.1 Recognition *Park Hero* Award for Becky Maclay of Happy Tails Pet Sanctuary

GM Ballus and Chair Higgins presented Becky Maclay with an Award of Recognition for her dedicated work with feral cats in FEC parks most notably through trapping these cats and

kittens then rehoming them.

6. DISCUSSION AND DIRECTION ITEMS (Motion or Approval Required)

6.1 Consider Approving the Resolution to Change in the Bank Account Signatories

Staff Linda Montijo indicated that with her impending retirement the bank signatories need to be modified by removing her and adding Finance Director Mike Chahal as a signatory.

Director Dias made the motion to remove Linda Montijo and add Mike Chahal as a signatory to the Fulton El-Camino Recreation and Park Districts bank accounts and Chair Higgins seconded the motion. Motion passed on a 4-0-1-0

6.2 Fiscal Year 2021/2022 Audit

District Auditor Larry Bain presented the June 30, 2022, audit report. He indicated that the district received a clean unqualified opinion on the audit report. His comments include:

- Changes in accounting and auditing standards with a new standard GASB 87 accounting for operating leases must now be reported on the balance sheet as a liability and an asset as a leased asset and amortized over the life of the lease. Previously, these could be presented as a footnote in the audit.
- Summarizing his findings in the management letter, Bain highlighted weaknesses that need to be addressed.

Chair Higgins asked if there was an area he could point out where staff could improve, and Bain reiterated the reporting of our leases is an example. He commented that he spends significant time reconciling lease payments due to payments being made from different funds. He recommends the District improve our procedures for how leases are entered.

Board members questioned could the unfunded liability with CalPERS be paid off with a loan or a general bond. Bain noted pros and cons of doing so and indicated that the District could consider the various amortization schedules offered by CalPERS.

7. INFORMATIONAL ITEMS (No Action Required)

7.1 Minimum Wage Increase

GM Ballus provided the Board with an update on minimum wage increases. Chair Higgins stated that the current minimum wage is \$15.50 per hour and will be \$16.00 per hour, effective January 01, 2024, and indicated how this will impact future FEC budgets and operations.

7.2 General Manager's Report

GM Ballus reported the following:

- Potential to add a Board portal on the website where Board Packages can be uploaded. The Board may be provided with iPads to access the portal and eliminate the paper used in the board packet distribution.
- Staff has met with Tom Hare of RRM Design to craft a 10-year capital improvement plan that will incorporate the Master Plan.
- Advised the Board that the Howe Park Bridges Replacement Project Ribbon Cutting ceremony will take place on Monday, October 30, 12:00 pm, by the entrance bridge.

Jaden Delfer indicated the Halloween Carnival will be held on Saturday, October 28, marking the first large outing the District is hosting since the start of COVID-19.

Ryan Harder indicated the Seely Park Splash Pad is on target to reopen in May 2024.

Chief Johnson advised the Board that she is working on the police department strategic plan which will be shared with the Board soon.

GM Ballus indicated that former FEC board member Carl Tennis passed away and the District sent a condolences flowers arrangement to the family.

8. COMMITTEE REPORTS

Standing Committees

a). Personnel and Finance:

Committee Chair Higgins indicated the Seely Park Advisory Committee Meeting was held the previous week, and that the Personnel and Finance Committee met and discussed the impacts of the minimum wage increase.

b). Programs, Facilities and Projects:

Committee Chair Seaman gave a brief update on Bellview and Babcock Parks
The Advisory Committee Meeting was held earlier in the month.

c). Security and Community Relations:

Committee Chair Dias noted that the committee did not meet but will again soon.

9. DIRECTOR'S COMMENTS

Chair Higgins - indicated that the Parks look good with lawns being regularly mowed, etc.

Director Dias – no comments.

Director Seaman – provided an update on various meetings he attended and talked about the legislative success CSDA experienced in the current year.

10. INFORMATION/CORRESPONDENCE/ANNOUNCEMENTS (No Action Required)

- A. About Tom Hare of RRM Design Group, Capital Improvement Planning Consultant
- B. Supervisor Desmond October News Bulletin (*lists the Halloween Carnival at Howe Park*)
- C. Assemblymember Cecilia Aguiar-Curry, 4th Assembly District, ACA 1
- D. Howe Park Frightfully Fun Carnival (for Halloween)

11. ADJOURNMENT

With no further business, Chair Higgins adjourned the meeting at 8:05 pm.

Respectfully submitted by: Mike Chahal, Director of Finance and Administration / Clerk of the Board.

Approved: _____
Teresa Higgins, Chair, Board of Directors

ATTEST: _____
Laura Lavalley, Secretary, Board of Directors