GREENFEILD PUBLIC RECREATION
REGULAR MEETING
MONDAY AUGUST 18TH 2025
6:30 PM @ 618 APPLE AVE (LIONS HALL) GREENFIELD, CA 93927

CALL TO ORDER: **TIME:** 7:33 PM **Adjourned:** 8:39 PM

ROLL CALL: David Kong (Chair), Beatriz Diaz (Clerk), Raul Rodriguez, Clara Valdivia, James Thorp

- All board members responded with a "here" when prompted. Clara Validivia excused herself from the meeting.

PUBLIC COMMENTS: Members of the public will be afforded the opportunity of a **3-minute** public comment ***for items not on the agenda***, and may do so when the board opens public comments. "The board will normally not respond to public comments." *If an item is already on the agenda and you want to make a public comment, please save your comment and make it when the public comment for the item is presented.*

1. **Public comments:**
   - No public comments were made.

2. **Approval of Minutes for July 21st 2025**
   Motion by: Board Trustee James Thorp made a motion to approve the minutes from July.
   Seconded by: Board Clerk Beatriz Diaz seconded the motion.
   Motion: The motion was unanimously carried when prompted with an "aye".

3. **ADMIN ASSISTANT + PROJECT MANAGER REPORT JANET THORP:**
   A. Report by Janet Thorp
      - The website total views for this month: 2,661 clicks
      - August 11th, 2025: Board Chair David Kong, Board Trustee James Thorp, Chris Lopez, and her met at the park. We discussed current projects, up and coming projects, and possible events. Overall he seemed receptive and stated the park looked nice. Though he'd like to see more progress on some of our current projects.
      - Found the site map of the park more recently. Made some small edits, so everything with the basketball court project could progress. That was her hang up.
      - Janet had a meeting last week with Brian Hughes and they discussed the employee handbook. There are some fill in the blanks per board review for next month's meeting.
      - Took the boards suggestion on where the district should have accounts and worked on some credits apps; turned them in.
      - Last month we had a discrepancy on an ATT bill. I contacted them and pending us fixing the line for the pool on our end they credited the account for this month.
      - Thanked Anival, Daniel, and Hortencia for great teamwork.
      - Lastly, Janet asked the board to consider a title change as District Manager or General Manager for the Greenfield Public Recreation District. Thinks that she deserves it and has been doing a lot of work on the back end for the District. For example worked on modifying the budget last year, adjusting statement prices, attends meetings with the Chair, and so she'd also consider this and a potential raise.
   B. Board Comments & Questions
      - No comments were made on this report.
   C. Public Comments

D. Final Comments & Questions

- No comments were made on this report

4. MANAGER REPORT ANIVAL MIRELES:

A. Report by Anival Mireles

- This last month the park has made upwards of $6,507.00.
- Fixed a couple lines at the park: one near the swimming pool and one in the back near the trail.
- There has been an issue with the water at the park. The sand has gotten into the pipe, filters, and the pressure has been low. He's been flushing out the sprinkler heads in order to get as much sound out as possible.
- The bathrooms are currently locked up and we have a couple portable restrooms.
- Anival reported he's been working on the trails to make them safer and maintain.
- Inquired about how far in advance someone could reserve BBQ pits. Someone wanted to reserve for July 4th, 10 years in advanced.
- Inquired about the big BBQ pit area. They want to reserve the area but not use the pit. Is there any difference of price?
- Someone inquired about how many jumpers are allowed at the big pit. They wanted to bring at least 2.
- Anival took the board out from the bottom of the sink in the house and let the board know the mold is bad. He is seeking authorization on getting permission on what he has to do. It's very strong. Anival stated he'd look around for a handyman.
- Anival presented the board with several prices for materials and equipment so he could start working on benches. Inquired about cinder blocks and the board stated LA Hearnes.

B. Board Comments & Questions

- Board Trustee Raul Rodriguez stated it's to his understanding it's year by year: up to a year in advance.
- Board Trustee James Thorp stated that if someone wants to use the big BBQ pit area that they need to pay for the pit in order to reserve. If someone else shows up wanting to rent the pit that may pose issue.
- Board says that Anival could use his discretion with the amount of jumpers that a single pit could use.
- Board Trustee James Thorp stated that they discovered the mold is pretty bad and there's going to have to be something done at the house to make it livable. He let the board know certain inspectors will inspect for asbestos. Stated he's not living at the house right now.
- Janet stated the mold has gotten bad; it's making him sick.

C. Public Comments

- No comments were made on this item.

D. Final Comments & Question

- Board Trustee Raul Rodriguez states that a handyman should be called to do the demo. Stated they should authorize a certain amount. Tear out what you can and whatever you don't feel comfortable doing – find someone else. Stated we need to do what we have to.
- Board Trustee James Thorp stated a gas mask should be used so he's not breathing in mold.
- Board Trustee Raul Rodriguez authorized $2,500.00 to Anival for the removal process of the mold.

- Board Trustee seconded the motion.
- The board unanimously carried the motion when prompted with "aye".

- Board Trustee James Thorp stated he has a skill saw Anival could borrow.
- Board James Thorp stated that we've been having trouble with the water and the well. The water has been over-drafted. Stated limitations need to be made on the irrigation. Informed Johnny he can't be running water the same day Anival's irrigating – he needs to do it on Anival's days off.
- Janet added to the report: David informed Janet that there was a little girl bit by a tic at the park and Janet let Anival know and he posted this information at the area. At this time no reservations are being made on pit 14.
- Board Trustee Raul Rodriguez stated someone might be able to come and spray for tics.

5. <u>GREENFIELD PUBLIC RECREATION DISTRICT DISCUSSION ITEMS</u>

- The board will discuss their account at Wells Fargo and changing the key executors on the account.

A. Item presented by Janet Thorp.
- The board discussed the key executors on the Greenfield Public Recreation District. James Thorp was thought to still be an executor on the account, therefor the board discussed having David added.

B. Board Comments & Questions
- No further comments were made on this item.

C. Public Comments
- No comments were made on this item.

D. Final Comments & Questions
- No further comments were made on this item.

E. Motion Adopted: Yes
Motion by: Board Trustee Raul Rodriguez stated to keep James Thorp and add David Kong onto the account as key executors. **Seconded by**: The second was made by James Thorp.
Motion: The motion was carried.

- The board will discuss updates on the Oak Park Pool.

A. Item presented by James Thorp
- Board Trustee James Thorp states the controller went out at the pool. This controls the pump. One of the fans went out. You can't buy them. The electrician was pricing one and was going to meet with a contractor tonight. Jim estimates it'll cost $1,200.00; but that does not include the cost of maintenance.

B. Board Comments & Questions
- No comments were made.

C. Public Comments
- No public comments were made.

D. Final Comments & Questions
- No further comments were made.

- The board will discuss the trees at the Greenfield Oak Park and any possible updates from the arborist.

A. Item presented by Raul Rodriguez

- Board Trustee Raul Rodriguez informed the board he reached out to the arborist (Daniel), and he was unable to make it. States it's going to be hard for him to make it due to the fact that he's traveling with PG&E. Did state he'd send him copies of the work. He sketched out the trees at the park. He was going to label them and Raul said he'd bring that next month.

B. Board Comments & Questions

- No comments were made.

C. Public Comments

- No public comments were made.

D. Final Comments & Questions

- No further comments were made.

- The board will discuss the Oak Park Basketball project and updates.

A. Item presented by James Thorp

- Board Trustee James Thorp stated he knows that we had a couple quotes from a couple different companies. Granite was going to pour the slab. Was unsure if there was a motion made to accept the bid, however, in the meantime – California Concrete sent him a proposal. It's $35,000.00 for the same slab. Does the board want to reconsider?

B. Board Comments & Questions

- Board Trustee Raul Rodriguez questioned if we had signed anything or set up a date with Granite.
- The board did in fact make a motion to accept Granite's bid previously stated by Board Chair David Kong.

C. Public Comments

- No public comments were made on this item.

D. Final Comments & Questions

- Board Trustee James Thorp stated he did the concrete at Panda Express and he has the bid for the new truck stop on the North end of town.
- Janet is to send everyone the bid.

- The board will discuss insurance claim made back in July after a tree limb fell onto a car.

A. Item presented by Janet Thorp

- Janet provided the board with the invoices from the individual who's car was damaged by the tree limb; Jasmin. She is seeking the total amount in which she had to fix her car for totaling $4,443.70. Spoke to her today to clarify. She wants to give some of that money back to the insurance company. Previously there was an e-mail about just paying her deductible and contacted her under those circumstances. Board Chair stated that we could possibly settle outside of the insurance, but let her know that it was up to the board's discretion.

- Board Chair David Kong added: That he thought it was a basically a broken windshield.

B. Board Comments & Questions

- Board Trustee Raul Rodriguez stated that we do have signs up that people are to park at their own risk. Suggests if this happens in the future we give them the number of our insurance and they handle it.
- The insurance company covers up to $1,000.00 in property damage.

C. Public Comments

- No public comment was made on the matter.

D. Final Comments & Questions

- Board Chair David Kong states that the information is within the agreement for the rental, but suggests that the renter needs to make its party aware of the rules.
- Janet did state she added some of the verbiage to the statement sheet and was making a customer copy of the rules.
- Board Chair David Kong is to call Jasmin and make her aware of the decision.

E. **Motion Adopted:** Yes
Motion by: Board Clerk Beatriz Diaz made a motion to deny the requested amount and for the insurance company to move forward with the property damage claim.
Seconded by: Board Trustee Raul Rodriguez seconded the motion.
Motion: The motion was unanimously carried by the board when prompted with an "aye".

- The board will discuss having a Halloween Event proposed on the dates of October 24th – 26th.

A. Item presented by Janet Thorp

- Pitched to the board a Trunk or Treat on October 24th, from 4:30 – 6:00 and a Haunted Trail for three days. Typed up letters modeled by King City and model the rules as it was presented. Theme of nightmare on Elm. Asked for the date approval and for $2,500.00 for games, decorations, and food. This is a starting point. We do not need a permit. Been working on the model.
- The trail would be happening from 7:00 PM – 10:00 PM.
- Janet reached out to Greenfield Rec District and has a meeting with Jesus soon to discuss this event further and them potentially playing a role.

B. Board Comments & Questions

- Board Trustee Raul Rodriguez stated that being that it's the first time we may need to lure vendors in with no fee – after Janet stated the fee would be to the board's discretion.
- Board Trustee James Thorp questioned the details of the vendors and asked about how many days the event would take place. He also inquired about times in terms of the Haunted Trial. Inquired about how one will keep track of people: security would be hired in help aide this process.
- Board Trustee David Kong suggested a big light so people could see from the parking lot to the trial.

C. Public Comments

D. Final Comments & Questions
- Board Trustee Raul Rodriguez stated it sounds like a big project, and to keep the door open in case things aren't working out with security, lights, people there at night. Have an off ramp. Go for it, but if it's too overwhelming.

E. Motion Adopted: Yes
Motion by: Board Trustee Raul Rodriguez made a motion to approve $2,500.00.
Seconded by: Board Trustee James Thorp seconded the motion.
Motion: The motion was unanimously carried with an "aye" when prompted.

- Consider hiring an assistant manager that will work for both Districts.

A. Item presented by David Kong
- The board established Janet Thorp will work on job descriptions.

B. Board Comments & Questions
- No comments were made.

C. Public Comments
- No public comments were made.

D. Final Comments & Questions
- No comments were made.

- Establish a process or protocol on contacting the attorney: Who can contact? What is a valid reasons to contact our attorney? Does our Board President have to be notified?

A. Item presented by David Kong.
- Per a discussion on this matter and points of contact were established as the Board Chair and Janet.

B. Board Comments & Questions
- No comments were made on this item.

C. Public Comments
- No public comments were made on this item.

D. Final Comments & Questions
- No comments were made on this item.

E. Motion Adopted: No.

- Establish rules and consequences regarding employee time cards.

A. Item presented by David Kong.
- The board decided to establish that all employees fill out their own time cards, managers sign them, and if there are any issues payment may be delayed.

B. Board Comments & Questions
- No comments were made on this item.

C. Public Comments
- No public comments were made on this item.

D. Final Comments & Questions
- No comments were made on this item.

E. Motion Adopted: No.

- Establish process/rules to communicate with managers. Will managers speak directly to the board or project manager?
  - **A.** Item presented by David Kong.
    - Confusion on who to contact if an issue arose is the reasoning behind the item. It was established if there is an issue communication with the manager should be addressed through the board chair. The board speaks collectively at board meetings.
  - **B.** Board Comments & Questions
    - No comments were made on this item.
  - **C.** Public Comments
    - No public comments were made on this item.
  - **D.** Final Comments & Questions
    - No comments were made on this item.
  - **E. Motion Adopted:** No.

- Consider downsizing staff by no longer having booth help.
  - **A.** Item presented by David Kong.
    - Board Trustee Raul Rodriguez stated that he meant this in relation to hiring an assistant manager. You may not need this position if one is hiring.
  - **B.** Board Comments & Questions
    - Board Trustee James Thorp stated that we don't have many weekends left of charging, so unless this position is established before charging ends than it's not a lengthy period of time.
  - **C.** Public Comments
    - No public comments were made.
  - **D.** Final Comments & Questions
    - Board Chair David Kong stated – we can finish up the way it is. We can reevaluate.
    - Board Trustee Raul Rodriguez stated it sounds good and we can delete this one as well.
    - Board Clerk Beatriz Diaz stated that the issue was overtime, but that has since been solved.
  - **E. Motion Adopted:** No.

- Discussion of Employee Handbook created by Brian Hughes (lawyer BBK Law)
  - **A.** Item presented by Janet Thorp.
    - The board was sent a copy of the employee handbook to review. Upon filling in the blanks it could be approved next meeting.
  - **B.** Board Comments & Questions
    - No comments were made on this item.
  - **C.** Public Comments
    - No public comments were made on this item.
  - **D.** Final Comments & Questions
    - No comments were made on this item.

- Discussion on what is management's responsibilities and what are the boards.

A. Item presented by Brian Hughes.
- The board discussed their transition period and it was established that the board meetings is where the board is able to address management. It was suggested that the board slowly moves forward for the sake of liability, lack of micromanagement, and for their jobs to step back.

B. Board Comments & Questions
- No comments were made on this item.

C. Public Comments
- No public comments were made on this item.

D. Final Comments & Questions
- No comments were made on this item.

- Establish a process/rules for employee hours & overtime.

A. Item presented by David Kong.
- The board established that overtime may be granted if needed but there must be some informing to the Board President.

B. Board Comments & Questions
- No comments were made on this item.

C. Public Comments
- No public comments were made on this item.

D. Final Comments & Questions
- No further comments were made on this item.

E. **Motion Adopted:** No

6. **PLEASE REFER TO CURRENT EXPENSE SHEET IS ATTACHED TO THE AGENDA.**

A. Board Comments & Questions
- Board Trustee Raul Rodriguez excused himself at this time.
- Board Trustee James Thorp stated that Ortiz was the biggest bill. $6,800.00 for three days.
- Board Clerk Beatriz Diaz asked about the gas bill.
- Beatriz Diaz was unaware that Ortiz was down there and if big projects are going on all board members should be made aware.

B. Public Comments & Questions
- No public comments were made on this item.

C. Final Comments & Questions
- No further comments were made on this item.

7. **FINAL BOARD COMMENTS:**

- Final 1 minute comments for the board & introduction of agenda items for September.
  - No comments were made.