



80 Watt District/PBID General Board Meeting

Thursday, March 8, 2018 @ 11am

Safe Credit Union: 4636 Watt Avenue, North Highlands, CA 95660

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+ **Board Attending:** Dave Kuhnen-Chair, Jim MacLaughlin-Vice Chair, Monica Billey-Secretary, Jason Currier-Treasurer, Tom Carrol, Vanessa Olmstead, Seth Astle, Daniel Savala

Board Absent: Larisa Sulzhik

- I. Call to Order: Chairman of the Board David Kuhnen –Called to order at 11:05 am
- II. Consent Agenda: **MOTION:** Tom Carroll-Accept the Consent Calendar, 2nd- Monica Billey-All Approved.
- III. Update from Supervisor Peters Office
 - a. Vanessa provided an overview of the HOT team, which has expanded. Paladin is looking at 'security drones,' and will get details to the board. Annual Report to be into the Supervisor's office by March 15, 2018, will discuss with MMS Strategies to confirm receipt.
- IV. Update from Councilmember Warren's Office: None.
- V. Treasurers Report-Jason Currier
 - a. January 2018 P&L under budget, however, costs for the Annual Report and Board Retreat (MMS Strategies) was 4% higher-due to additional 'fee' charges. Taxes are being prepared by Gilbert & Associates.
 - b. February 2018 financial report submitted for review/approval.
 - c. Discussion: Jim MacLaughlin asked Treasurer (Currier) if the 'contribution,' should show on the Treasurer's Report and order of financial items to be in the following way:
 1. Balance Sheet (by Month)
 2. P&L (Monthly)
 3. P&L (YTD)
 4. Expense/ Check detail
 5. Reconciliation

Executive Director expressed a need for a motion to accept the Treasurers Report from now on-so that the fiduciary duties are approved and accepted by the full board. May add the 'Financials Report,' to the Consent Agenda, (shared in

advance for review by Board Members) and share a modified 'Treasurers Report,' at the monthly meeting.

VI. Ad Hoc Committee Updates

- a. **Safe and Clean** – Committee Chair Seth Astle stated that security for the community is working well between the Sheriff's, Paladin, HOT, POP teams. Very good reports about our 'off-duty officer.'
- b. **Stats: Discussion on Maintenance/Crime Stats**
 - i. Tom Carroll updated the board on the 'batteries stolen,' from the district.
 - ii. Vanessa McCarthy-Olmstead will be putting together a lunch with all security/maintenance teams to meet new Executive Director.
 - iii. Discussion: Code Enforcement on trailer removal and graffiti. If not completed in a timely manner-Vanessa can turn over to Barry Chamberlin. Paladin to have 'PBID Car,' back soon from repairs. Asked if the car/truck can be wrapped for the PBID/or magnetic sign. (Jim Ernst-Paladin) will take back to owner for approval.
 - iv. Discussion: Seth asked for separation of 'Security and Maintenance,' so that more details on each items can be attended to. Asked for a board member to take on the Maintenance Committee. Committee meeting to be held every other month.
- c. **Marketing and Advocacy** – Chair Vanessa McCarthy-Olmstead informed board about the 1) Website training –and that the site will be 'LIVE' on Friday, March 9, 2018. Executive Director, Rebekah and Vanessa will be doing the training. 2) Honey Agency will be sharing all branding & Logo for use. Need: Policy for staff/board using 'Website/Social Media,' on behalf of 80 Watt District.

VII. **CLOSED Session:** Discussion on Employee Related Matters. **MOTION:** Jim MacLaughlin motioned to end employment contract with Greg Logoteta (retiring) on 3/15/2018, with a request for the following items prior to leaving, 2nd by Monica Billey. All approved. Thank you letter to include the following:

- a. 2018 budget updated and given to Treasurer Jason Currier
- b. Year End updated (ask CPA for confirmation that it is correct/including contributions/assets)
- c. January/ February balance sheets to be updated for Treasurer
- d. Details given to Rebekah Evans, E.D. on SHINE grant
- e. Details given to Rebekah Evans, E.D. on LPR Cameras/grant

VIII. New Business Items

- a. Website Hosting: Vanessa McCarthy-Olmstead recommendation for hosting with Honey Agency at \$99 a month. Request for engagement agreement. Motion to accept an agreement for website hosting with Honey Agency at \$99 a month by Monica Billey, 2nd by Jim MacLaughlin. All approved.

IX. Executive Director's Report: NONE. Rebekah Evans stated a bi-weekly memo will be sent to the board for communication purposes. Report will be updated starting in April. Asked to meet one-on-one with all board members to discuss the 'board packet, which includes the job description, committee details, board vs. staff, details on what that board member is passionate about pertaining to the 80 Watt District.

X. Board Update: Vanessa asked for 2018 Calendar updated, details on Maintenance Committee and Board/Staff Job Descriptions. Daniel Savala reported that there may be an 'intern,' available by the end of the month.

ADJORNED: 12:37 pm

Next meeting: April 12, 2018 @ 11:00 am

BROWN ACT NOTICE

Government Code 54950 (The Brown Act) requires that a brief description of each item to be transacted or discussed be posted at least 72 hours prior to a regular meeting. Action may not be taken on items not posted on the agenda.

ADA NOTICE

Meeting facilities are accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify Emily Briggs at 916.495.5599 at least 48 hours prior to the meeting.