

Board of Directors Special Meeting Minutes January 11, 2018



The January 11, 2018 Special Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Glover at 6:00 p.m. in the Conference Room at the Administration Office.

CLOSED SESSION – 6:00 P.M.

Open Session Identification of Closed Session Matters

CONFERENCE WITH LEGAL COUNSEL – CURRENT LITIGATION - Pursuant to California Government Code Section 54956.9 (d)(1) Pleasant Hill Recreation & Park District v. Stephen E. Harriman, a natural person doing business as Stephen E. Harriman AIA & Associates; Harriman Kinyon Architects, Inc., a California Corporation Contra Costa County Superior Court Case No. CIVMSC13-01865

CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION - Pursuant to California Government Code Section 54956.9 (d)(1): Pleasant Oaks Park Utility Building

Board Chair Glover reported the Board gave direction to staff and no final decisions were made.

Board Chair Glover called to order the January 11, 2018 Regular Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors at 7:20 p.m.

ROLL CALL

BOARD PRESENT: Bonato, Glover, Ortega, Pierce, Shess

STAFF PRESENT: Blair, Lacy, Thoits

PLEDGE OF ALLEGIANCE

Board Chair Glover led the Pledge of Allegiance.

PUBLIC COMMENT

There was no public comment.

PRESENTATION AND SIGNING OF WINTER/SPRING 2018 SPOTLIGHT COVER WITH TARYN & ALEXANDRIA CLISSOLD

Marketing Director Jen Thoits introduced Taryn Clissold and her daughter Alexandria who are on the Winter/Spring 2018 Spotlight cover. They signed the Spotlight cover which will be added to the Wall of Fame at the District Office. Board Chair Glover presented a framed copy of the Spotlight Cover to Taryn and Alexandria and thanked them.

REPORT FROM EX-OFFICIO KATELYN DOWNING, COLLEGE PARK HIGH SCHOOL

Ex-Officio Downing gave the following report:

Teen Council news:

- The High School Dance is scheduled for February 16 with a Black, White and Gold theme. The tickets will go on sale soon.
- Battle of the Bands will be on March 16 and they started searching for bands.

College Park High School news:

- There will be no school on January 15 in observance of Martin Luther King Day.
- Drama are doing the One Acts on January 17, 18 and 19 from 7:00 – 9:00 p.m.

- The Poetry Out Loud school competition is on January 18 during the RTI.
- Concert Choir is singing the National Anthem at the Warriors game on January 23 at 7:00 p.m.
- Winter Spirit Week is the week of January 22 – 26.
- Winter Rally is on January 26.
- The Winter Dance is on January 27 on campus from 7:00 – 10:00 p.m.

Board Member Shess asked if they will have a presentation of the poem that Downing will be performing at the Poetry Out Loud school competition. Downing stated that she can recite her poem at the next board meeting. She has been practicing and hopes to make it to County competition.

PRESENTATION OF 2016/17 FINANCIAL AUDIT BY CRAIG R. FECHTER OF FECHTER & COMPANY (ATTACHMENT A)

General Manager Lacy introduced Craig Fechter, the District’s outside financial auditor, who reported on the audit and gave a presentation. Board Member Bonato had some questions about cost controls and if he can review and emphasize them. Another topic is the unfunded liability for the pension that she wants Fechter to review. He stated he has a separate presentation for Boards and gives this presentation more for a finance committee with two page bullet points.

Fechter said there was nothing of significance or specific to report to the Board in regards to the audit. Fechter said the audit is an unqualified opinion which is a clean report with no findings. Bonato asked about the option to purchase of the land at Oak Park property and if it is reflected in this audit. Lacy said it is mentioned as a significant accomplishment in the Management Discussion and Analysis section of the audit report. Blair said the bond refinancing was mentioned on page 34 in the subsequent events footnote. Fechter said that overall, the District has met GASB 68 requirements and the pension adjustment is reflected in the schedule shown on page 10. Blair stated that in last year’s adjustment there was a negative expense, but this year it is shown as an expense on page 10. Craig Fechter stated the general fund by itself reflected a surplus of almost \$900,000, as shown on page 13, which is a really good year. Fechter stated property taxes have increased and it increases the bottom line, which helps the District overall. Additionally, programming revenue increased and it was a good year. Bonato asked if there will be any official projections about the impact of the federal tax reform. Fechter stated it probably will impact this area with the limitation on mortgage interest. General Manager Lacy said that as part of the tax reform it eliminated government agencies option to complete a bond refund. The District was one of the last completed bond refunds before this went into effect. Fechter stated that it was a very good year for the District.

Fechter continued to review some of the revenue accounts. He explained how they follow the revenues and research any accounts that are down and find out why some accounts have lower income. He stated they corroborate what staff explains to them by examining changes in related accounts that should follow the changes in income. Some discussion followed in regards to the retirement plans. Administrative Services Manager Blair commented that this is the last year on Fechter & Company’s contract to complete the District’s audit. He would like the Board to consider extending the contract with Fechter & Company for at least two years. They have conducted our audit for five years. General Manager Lacy stated this will be brought back to the Board of Directors for approval. Board Chair Glover and staff thanked Craig Fechter for his report.

REPORT FROM THE GENERAL MANAGER (ATTACHMENT B)

General Manager Lacy reviewed the report enclosed in the board packet. She added the following announcements verbally:

- Lacy confirmed she has Board Members Ortega, Shess, Bonato and Chair Glover signed up to attend the State of the City Mayor's luncheon on January 24 from 11:30 a.m. – 1:30 p.m. Chair Glover will give a State of the District prior to Mayor Flaherty's presentation.
- In regards to the Master Plan, the consultants will be here on February 12 and 13, so there will be a community meeting on Tuesday, February 13 at the Community Center. She asked the Board to let her know if they cannot meet on either of the days with the consultants. The consultants plan to meet with groups and board members separately.
- Board Member Ortega said it was great to learn about the Blues and Brews event being honored as the Local Choice Award for Event/Festival category for Contra Costa County. She stated the District can use it for future marketing.
- They are still working on the bus wrap design and plan to bring it to the board meeting on January 25.

CONSENT CALENDAR (ATTACHMENT C)

- a. Approve Bills to be Paid, warrants #24880-24941 (Exhibit 1)

Upon motion of Bonato and seconded by Ortega, the Board approved the consent calendar as presented.

REVIEW AND RECOMMENDATION REGARDING PREFERRED PLAYGROUND DESIGN FOR PLEASANT OAKS PARK (ATTACHMENT D)

General Manager Lacy is excited to bring this item to the board as we have the financial ability to put in a playground at Pleasant Oaks Park. She stated the design of the playground was decided many years ago. It was requested that staff look into an all abilities structure. She said the District is locked in with the defined footprint with a specific playground design in mind, and an all abilities structure requires a larger footprint because of the ramping requirements. She stated that if you want a true all abilities playground, there will need to be more space than what is currently designed. She spoke to several playground companies and the only one that may work is the Miracle Play Systems. The surfacing would need to be upgraded from the wood fiber to pour-in-place surfacing. Wood fiber is ADA compliant, but it is not considered accessible to the standards of an all-abilities playground. The original option is a playground for 5 – 12 year olds. The all abilities playground is rated for 2 – 12 year olds, but is more suited for younger children. Board Chair Glover asked what the shade structure cost is estimated at. Lacy said around \$35,000 for the shade structure. Board Member Bonato recalled when the bond projects were being completed she thought there was a requirement that there needed to be two play structures to cover all ages. Lacy said the law is that the age for the play structure needs to be posted and the play structure company will post the age appropriate sign for the particular structure that has been installed.

Board Member Shess commented that the cost is higher than expected, but he stated it is not just about the cost. It is about whether we want to install an all abilities playground. He said maybe you can have an all abilities playground now and in another 5 – 6 years install another larger all abilities structure.

Board Member Ortega doesn't want our options limited by the space constraints, but was hoping we can get some input from the Master Plan. She said the 5-6 years is referring to replacing the playground at Pleasant Hill Park. She said this has come up previously and she does not have the background. She said we are getting close to getting feedback from the community and thinks we should wait, but she is okay with making the decision tonight if that is what the rest of the Board wants. Shess asked why the current playground footprint is not good for an all abilities structure. Lacy stated it doesn't address the older park users and it addresses the all abilities, but because of the minimal space it doesn't accommodate the more challenging elements which would appeal to

older children. Bonato is concerned about the lack of interest of older children. Lacy said there may be standalone structures for more challenging elements for the older kids. Glover said his only concern is that the all abilities structures are much larger, but he wants to get back to what we promised the public. We had to cut things out, but this is one of those things where this park is heavily used and he was thinking to have a structure for older children and maybe we can build an all abilities one at Pleasant Hill Park in the future. He feels this may be a matter of checking the box to have an all abilities playground, but he wants to build the right one. Shess said the Master Plan will tell us what and where we can put this structure. Shess was thinking to have one now and later to build a bigger and better all abilities structure. The Board agreed they do not think they need to rush on this decision. Shess said to seek out the community members that request an all abilities structure and get their input. Lacy stated there is a lot of wear and tear of the play structure at Pleasant Hill Park and possibly in 5-6 years it may need to be replaced with the cost around \$750,000 for an all abilities structure and if it was not an all abilities structure, the cost would roughly be \$500,000. She stated that in future planning the standard will most likely be to provide playgrounds that accommodate kids of all-abilities and not have only one large all-abilities structure. Bonato gave kudos to Lacy for doing the research. Glover asked if there is enough for Lacy to move forward. She stated yes she will get the input requested. Ortega asked what the timeline for installation would be once the decision was made. Lacy estimated from award of contract to opening the project and completion, approximately 4 months.

Harold Jeffrey, Pleasant Hill resident, said it is good to see that some of the funds raised for a play structure will be used towards installing a playground and thought it is great to consider the all abilities structure. Glover commented that Jeffrey was on the Bond Oversight Committee and was involved with the bond funds. Glover appreciates the input, the Land and Facility Committee and public. It will be nice when this gets ironed out.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Shess made the following announcements/questions:

- He asked about the date of the Board retreat. Lacy announced it will be on February 9. He asked if ideas should be sent to Lacy. She said yes.

Bonato made the following announcements/questions:

- She will be on a 24 hour on-call for a trial, but don't change the date for the retreat.
- She wanted to honor Paul Bonnar, who passed away and asked to adjourn the meeting in his honor. He was involved in the community and was a past board member.

Ortega made the following announcements/questions:

- She had nothing to report.

Pierce made the following announcements/questions:

- He wanted to extend his appreciation and thanks to the staff at the Senior Center with assisting him when they were researching moving his wife's grandmother from the East Coast. Kendra and her staff were quick to get back to him and were very helpful.

Glover made the following announcements/questions:

- He had the same announcement as Bonato of the passing of Paul Bonnar.

ADJOURNMENT

Board Chair Glover adjourned the meeting at 8:55 p.m. in memory and honor of past Board of Director Paul Bonnar.

Michelle Lacy, Clerk of the Board