

Board of Directors Regular Meeting Minutes

March 22, 2018



The March 22, 2018 Regular Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Glover at 7:00 p.m. in the Conference Room at the Administration Office.

ROLL CALL

BOARD PRESENT: Bonato (arrived at 7:14 p.m.), Ortega, Pierce, Shess

STAFF PRESENT: Lacy

PLEDGE OF ALLEGIANCE

Board Chair Glover led the Pledge of Allegiance.

PUBLIC COMMENT

There was no public comment.

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

Ex-Officio Downing gave the following report:

Teen Council news:

- The Battle of the Bands was a success with Half Mad winning first place and a \$200 prize, second place with a \$50 prize went to Novicain Road.
- The Teen Council assisted with the "Egg" citing Egg Hunt on March 31.

College Park High School news:

- The Multicultural Rally was on March 16.
- There is no school on March 19 for All Teacher In-Service Day.
- The Every 15 Minutes Event was on March 20 and 21. She said it was an emotional event and was well received.
- The Junior Prom is at the Robert Livermore Community Center on March 24, 8 – 11 p.m.
- The Jim Hodges Memorial Concert is on March 28, 7 – 9 p.m.
- There is no school on March 30 for Caesar Chavez Day.
- Spring Break is on April 2-6.

Board Chair Glover said that Board Member Bonato requested that he ask Katelyn how the "Walk Out Day" at school was. She commented that Administration tried to have a school wide event to honor the students who lost their lives, but she felt that it got a little out of hand and it turned political and students were protesting. She did not partake, but walked out to honor the 17 students that passed in the shooting and went back to class. She wants change and thinks protests should happen, but not during the Walk Out that was an event for the kids that passed from the shooting. Board Member Glover complimented her on how she articulated the event and how maturely she explained the happenings of the event. Downing thanked Glover for his compliment.

Board Member Pierce saw the video of the "Every 15 Minutes" event and asked how that event went with the rainy weather. Downing said it was still good with many attendees and everyone was very respectful. Board Chair Glover thanked Downing for her report.

General Manager Lacy commented that the Community Awards Night will be on Tuesday and Ex-Officio Downing was nominated for Teen of the Year. Lacy said Board and staff attending the event will all be supporting and rooting for her.

REPORT FROM THE GENERAL MANAGER (ATTACHMENT A)

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

- Lacy said the Bike to Work Day will be on Thursday, May 10 and the District will host an energizer station at the Canal Trail on Gregory Lane.
- There was a 38% increase in Camp Expo registrations from the 2017 Camp Expo.
- Lacy reminded the Board that the Conflicts of Interests, Form 700 is due to the County by April 2.
- The February Financial Report, completed by Mark Blair, was handed out to the Board.

Board Member Shess asked about the Winslow Center and the preschool program. He asked about the usage of the Winslow Center. Lacy said that we use the Winslow to full capacity for the preschool program and we don't have room to expand the program. If the classrooms were lost at the Winslow Center, we would have to find room to house the existing programs. Board Member Bonato commented what she took from the report is that we have had tremendous success on the camps and thought the report was awesome.

Board Member Pierce gave kudos to staff on the success of the Camp Expo. He stopped by for a bit and there were demonstrations, even rabbits and a goat. He felt the event was well organized.

CONSENT CALENDAR (ATTACHMENT B)

- a. Approve Bills to be Paid, warrants #25169-25230 (Exhibit 1)
- b. Approve Minutes of November 16, 2017 and January 11, 2018 (Exhibit 2)

Board Member Bonato spoke about the minutes of November 16, 2017. She stated the minutes were wordy and lacked context. She wanted more of a summary, so if a member of the public was to read the minutes they can get the context of the meeting. Board Member Ortega commented that the Board requested the General Manager to capture all the information through a transcription, but it is now too lengthy for the minutes of the November 16, 2017. General Manager Lacy said the Board needs to be comfortable with what is expressed in the minutes and accurately portrays what took place. She stated the goal is to have action minutes and have the recordings to view or listen to. Bonato thought it would be a three step process where the transcript like minutes will be brought back to the Board to review and would be taken to the next step where it can be summarized with focus on the comments of the Board. She has some suggestions, which she will give to General Manager Lacy. Board Member Shess said that if the paragraphs were broken up it would be easier to read. Further discussion followed. Board Chair Glover pulled the minutes of November 16, 2017 from the consent calendar.

Upon motion of Bonato and seconded by Ortega, the Board approved the warrants and minutes of January 11, 2018 as presented.

CHOOSE CANDIDATES FOR THE 2018 CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION ELECTION FOR SPECIAL DISTRICT SEATS (ATTACHMENT C)

General Manager Michelle Lacy stated that the Board of Directors need to choose the candidate for the 2018 Contra Costa Local Agency Formation Commission Election for Special District seats.

Upon motion of Bonato and seconded by Shess, the Board unanimously approved LAFCO official ballot election for regular Special District Member, Igor Skaredoff and election of alternate Special District Member, Stan Caldwell both for a term of office until May 2022.

REVIEW AND APPROVAL OF PROPOSED SALARY SCALE FOR FULL-TIME DISTRICT EMPLOYEES (ATTACHMENT D)

General Manager Lacy reviewed the salary survey spreadsheet of various agencies and commented that in our employee handbook it states that the District will undergo a survey of comparable positions with nine stated agencies every two years. The agencies include Hayward Area Recreation District, City of Concord, City of Walnut Creek, City of Pleasant Hill, Livermore Area Recreation and Park District, East Bay Regional Park District, Mt Diablo Unified School District, Contra Costa County and City of Martinez. She stated at the Budget and Finance Committee in January, it was recommended to replace MDUSD and Contra Costa County with the City of Lafayette since there were large number of deficiencies in finding comparable positions.

Board Member Bonato stated that from the Budget and Finance Committee Meeting it is not just black and white and that comparables are truly an art. She commented that we need to ask if we have competitive salaries and has it been too long since we had a salary increase. This is not easy to do. Board Member Pierce expressed kudos to staff. He stated that the internal benchmarking is good and we need to appeal to new employees. Board Member Bonato said we want to land at 95% in range compared to other agencies. There is a lower third, middle third and top third and the District has decided to land within the middle range.

Board Chair Glover commented that the staff report is detailed. Board Member Ortega asked, under classification, does it account for all positions. General Manager Lacy answered yes, all full time will be affected and the recommendation is the new salaries would be effective July 1.

Marketing Director Jen Thoits appreciates the Board considering the salary increases and said it helps with morale. Recreation Supervisor Katrina Hunn said as Chair of the Employee Engagement Committee internal benchmarking has been missed and appreciates the Board considering the salary increase.

Upon motion of Bonato and seconded by Pierce, the Board approved the full time salary scale proposed effective July 1, 2018.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Shess made the following announcements/questions:

- He had nothing to report.

Pierce made the following announcements/questions:

- He thanked Jen Thoits and Korey Riley for the picture of his two younger sons in the ad for the Camp Expo. He loved the picture. He looks forward to the egg hunt and maybe the underwater egg hunt, too.

Ortega made the following announcements/questions:

- She asked how the PHBA storage shed process is going. Lacy commented she is waiting for the revised plans from PHBA.
- Her daughter and five friends signed up for Splashball.
- She will attend the Community Service Awards event.

Bonato made the following announcements/questions:

- She came across an article about 100 children who were asked to draw a Scientist and they drew both men and women equally, but with the older children, their perceptions change and they would draw more men than women. She thought that the organization

that conducted this project may be able to supply or donate towards the Tinkers and Thinkers event.

Glover made the following announcements/questions:

- He said it was an honor to be asked to vote for the Service Awards. He will also be presenting at the event.
- His family participated in the Get Out and Play Challenge, but still has to post some of the pictures.

ADJOURNMENT

Board Chair Glover adjourned the meeting at 8:24 p.m.

Michelle Lacy, Clerk of the Board