

Board of Directors Regular Meeting Minutes

April 12, 2018



The April 12, 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: Glover, Ortega, Pierce, Shess

BOARD ABSENT: Bonato

STAFF PRESENT: Hurtado, 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:

- They have not had a Teen Council meeting recently, but Teen Council Members worked the "Egg" citing Egg Hunt, which went well.
- The Teen Job Faire is this weekend on Saturday. Board Member Ortega asked if the job faire has been advertised and made some suggestions. General Manager Lacy mentioned there are limitations with advertising outside of the school activities with College Park High School, but Teen Coordinator, Jenny Cooper has been sending out emails to the age appropriate participants of our afterschool program and classes.

College Park High School news:

- The students are back from spring break.
- There was a modified schedule yesterday and today, April 11 & 12 due to the PSATs for the Sophomores.
- Math Field Day is tomorrow, April 13 where they have various booths set up with math based activities.
- Ms. Haider was nominated for Teacher of the Year and won the award. She is the AP History teacher at College Park High School. Katelyn stated Ms. Haider has been spending the award money on supplies for her classroom.
- Katelyn was nominated for Teen of the Year.

Board Member Pierce congratulated Katelyn on her nomination for Teen of the Year and he also expressed congratulations to Ms. Haider who won Teacher of the Year.

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 that the settlement of the Senior Center HVAC litigation was accepted and she expressed her appreciation to the Board of Directors for their time and support in regards to reaching the settlement.
- She was asked to participate by the Junior Giants Coordinator and speak at their event kicking off their youth softball programs. She was honored to be asked to be a part of the event.
- Board Member Shess asked how the research about videotaping of board meetings is going. Lacy said she will get quotes at the end of the week and she will be bringing this topic back to the Board in May.
- Board Member Ortega mentioned that her daughter and her friends participated in the Underwater Egg Hunt and loved it, especially being able to swim for an hour after the event. Ortega also mentioned that she was at the Warriors game that the Pleasant Hill Seniors attended. She saw the Pleasant Hill Seniors were welcomed on the Jumbo Tron.

CONSENT CALENDAR (ATTACHMENT B)

- a. Approve Bills to be Paid, warrants #25231-25302 (Exhibit 1)

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

AUTHORIZE GENERAL MANAGER TO PURCHASE A 2016 FORD TRANSIT WAGON XLT PASSENGER VAN FOR A COST NOT TO EXCEED \$27,000 (ATTACHMENT C)

General Manager Lacy explained the process of finding a used passenger van for the various programs and stated it was difficult to find one with low miles. She stated the Board initially approved \$80,000 and with this vehicle and the other bus, the total will be \$62,500. The total for the vehicle, 2016 Ford Transit-350 XLT Wagon, including smog abatement and document fees comes to \$27,843 and this includes a two year maintenance plan. Board Member Pierce asked in regards to the maintenance plan if it needs to be at the same dealership the vehicle is purchased at. Recreation and Parks Manager Lance Hurtado answered that the vehicle can be serviced at any Ford Dealership.

Upon motion of Shess and seconded by Ortega, the Board unanimously approved the purchase of the 2016 Ford Transit Wagon XLT Passenger Van for a cost not to exceed \$27,843.

REVIEW AND INPUT REGARDING THE DRAFT DISTRICT NEEDS ASSESSMENT SURVEY FOR THE STATISTICALLY VALID SURVEY COMPONENT OF THE MASTER PLAN (ATTACHMENT D)

General Manager Michelle Lacy said a statistically valid survey will be sent to homes and the company (ETC Institute) ensure enough surveys are returned. She said tonight she would like the Board to provide any comments of any amenities, changes or missing topics to consider adding to the survey. The survey questions were developed from community meetings and stakeholder interviews.

Lacy commented that the surveys will be mailed, but before they are mailed out, the District will send out a press release notifying residents to be on the lookout and to please return the survey as soon as possible. The initial instructions ask to mail the survey back and will also have a link of where they can do the survey online. Board Chair Glover asked what the total cost of the survey that ETC is handling. Lacy said that ETC is a sub of Pros Consulting and this is included in the fees for Pros Consulting. Glover asked how many surveys will be mailed. Lacy was not sure. He also asked how long this process will take. Lacy commented that it will be 2-3 weeks to get the surveys back, ETC will do multiple mailings and will contact the people.

Board Member Ortega asked if people can take the online survey multiple times. Lacy answered they will only allow one IP address. Ortega also asked if there was any incentive to returning the surveys. Michelle Lacy will ask if they recommend that.

The Board of Directors reviewed the survey page by page and gave their suggestions, corrections and requests. General Manager Lacy stated there will be a cover letter to explain the procedures from the General Manager when the surveys are sent out.

ADOPT RESOLUTION 2018-04-12 IN SUPPORT OF PROPOSITION 68 CALIFORNIA DROUGHT, WATER, PARKS, CLIMATE, COASTAL PROTECTION AND OUTDOOR ACCESS FOR ALL ACT OF 2018 (ATTACHMENT E)

General Manager Lacy reported that Senate Bill 5 was adopted and signed, which is a \$4 Billion General Obligation Bond to be placed on the June 2018 ballot as Proposition 68. This will give the District the opportunity to receive \$200,000 and qualify for additional funding through grant programs for recreation and park projects and for communities which have previously passed local park and recreation funding measures. Lacy recommended showing support for Proposition 68 by approving the resolution.

Upon motion of Ortega and seconded by Shess, the Board approved Resolution 2018-04-12 in support of Proposition 68 California Drought, Water, Parks, Climate, Coastal Protection and Outdoor Access for All Act of 2018.

VERBAL REPORT FROM COMMITTEE CHAIR AND OPPORTUNITY TO SET MEETING DATES

- a. Land and Facilities Development Committee – April 19, 2018, 4:00 p.m.
- b. Personnel Committee – TBD
- c. Budget & Finance Committee – April 10, 2018 at 5:00 p.m.
The General Manager stated they will discuss the amended 2018-2019 budget, which will be brought back to the Board for approval at the end of June.
- d. Program Committee – TBD
- e. District/City Liaison Committee - TBD

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Shess made the following announcements/questions:

- He had nothing to report.

Pierce made the following announcements/questions:

- He expressed kudos to staff on the Underwater Egg Hunt. He said Aquatic Staff did great facilitating the event.

Ortega made the following announcements/questions:

- She received a notice from Karen Mitchoff regarding a Public Workshop for Bill 8617 to reduce emissions. There are three workshops offered and one is in Pleasant Hill on Monday, April 30.
- She commented that the situation at the Community Awards Night was awkward and she received apologies from the CEO of the Chamber.

Glover made the following announcements/questions:

- He apologized because he will not be at the April 26, 2018 Board Meeting.

ADJOURNMENT

Board Chair Glover adjourned the meeting at 8:22 p.m.

Michelle Lacy, Clerk of the Board