

Board of Directors Regular Meeting Minutes

June 14, 2018



The June 14, 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, Glover, Ortega, Pierce, Shess

STAFF PRESENT: Lacy, Watson

PLEDGE OF ALLEGIANCE

Board Chair Glover led the Pledge of Allegiance.

PUBLIC COMMENT

There was no public comment.

PRESENTATION OF PROCLAMATION TO HONOR TINA FITZSIMMONS FOR 22 YEARS OF SERVICE TO THE DISTRICT

Board Chair Glover read the Proclamation honoring Tina Fitzsimmons for her 22 years of Service to the District as a preschool teacher. He presented her with the proclamation and wished her a great retirement. She said she loved working here and for the District. He asked her what sticks out to her with all the years she has worked here. Fitzsimmons replied she enjoyed all the years and all the families and kids she has gotten to know. Some of them are having their own kids now! The Board and Staff thanked Tina for all her years and dedication to the District.

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 asked the Board Members to let her know which day they would like to assist at the Blues and Brews Festival either on Friday, July 20 or Saturday, July 21.
- PHBA President Rob Curran is phasing out as President and she has a meeting with him on June 27 for finalizing the storage shed plans.
- She requested the Board let her know who will be attending the 4th of July parade. Board Member Sandy Bonato will have 3, possibly 4. Board Member Pierce will have all 5 participating in the parade. Board Member Ortega will not be there. Board Chair Glover will have all 4, possibly 3.
- Board Member Shess asked about the progress on the bocce container. Lacy stated they are still in the process of resolving the issue.
- Shess said that he has been getting good natured calls, but has had some concerns in regards to the restrooms at Pleasant Hill Park.
- Shess commented that the President replacing Rob Curran for PHBA is Sean Sanner and he has known him for over 10 years; he is a great guy.
- Ortega said she is impressed with the Active Living Everyday Program at the Senior Center.
- Pierce asked if at the Concerts in the Park if a staff member will be present the whole time. Lacy answered there will be a staff member present and if any Board Members would like to assist for the event, to let her know.

CONSENT CALENDAR (ATTACHMENT B)

- a. Approve Bills to be Paid, warrants #25493-25584 (Exhibit 1)
- b. Approve Minutes of March 22, 2018 (Exhibit 2)
- c. Approve Resolution 2018-06-14A, Transferring monies from the Park Landscape Assessment Fund for Assessment District 1 – 5 to the General Fund (Exhibit 3)
- d. Approve Resolution 2018-06-14B, Transferring Monies from the Landscape & Lighting District #6 to the General Fund
- e. Award of Annual Contract for Delivery and Supply of Swimming Pool Chemicals for Fiscal year 2018/19 to Univar USA, Inc. for Sodium Hypochlorite and Commercial Pool Systems, Inc. for Muriatic Acid (Exhibit 5)

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

CHOOSE PREFERRED CANDIDATE FOR THE CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION ELECTION FOR THE REDEVELOPMENT AGENCY OVERSIGHT BOARD (ATTACHMENT C)

General Manager Lacy stated this is procedural and the District will need to vote on one of the candidates for the Contra Costa Local Agency Formation Commission Election. Board Chair Glover asked if anyone knew the other candidate who did not have a write up or bio included. Board Member Pierce stated he was trying to look up Raemona Williams and could not find much information.

Upon motion of Ortega and seconded by Bonato, the Board unanimously approved voting for Susan Morgan for the Redevelopment Agency Oversight Board.

RECEIVE WINE, WOMEN AND SHOES 2018 EVENT SUMMARY REPORT AND PROVIDE DIRECTION TO GENERAL MANAGER REGARDING NEGOTIATING A CONTRACT WITH STUDIO 4FORTY TO HOST A 2019 EVENT (ATTACHMENT D)

General Manager Michelle Lacy introduced Recreation Superintendent Nicole Watson to provide a report on the 2018 Wine Women and Shoes event. Watson reviewed the written report which included the major changes from previous years, statistics, and considerations for future events.

Watson said there was much positive feedback from attendees. She reviewed some of the pros and cons with Studio 4Forty. Some of the pros is they do provide a blueprint for the event and have guidelines for the event, they have a graphic designer, they secure the vintners and they have an event manager the day of the event. Some of the cons are the District is locked into their format, if there is something other than wine at the event, you have to put in a formal request to get approval, for a tweet you have to get approval and another challenge is the event manager may change things on the fly where staff have to change things when it was planned a certain way.

Board Member Ortega said she likes this event as it celebrates women and it is an opportunity for friends to get together and enjoy the event together. She supports this event, but if it changes, she would like to still see an event for women. She felt that moving the time to the evening may have contributed to lower ticket sales. She is comfortable letting go of the event, but do another event targeting the women in our community. Many events are family oriented. Board Member Bonato said when this event was brought to the District, she thought this would be the Wine Women and Shoes event for Contra Costa County. We would tap into the 680 corridor cities where there are more opportunities for boutique vendors. Bonato stated this event has been mainly targeting Pleasant Hill. She felt the loss is not expanding the event to other areas and not having a sponsor. She would not like to give up this event and she is not confident that we have enough events in our

“back pocket” to generate this type of revenue. Ortega asked if we renew with Studio 4Forty will it be for one year. General Manager Lacy answered yes. Board Chair Glover asked if there is a timeline of when we need to renew the contract. Lacy said there is not a timeline, but we should try and decide this as soon as possible. At the outdoor Board Meeting, Board Member Shess recalled that the Board did not want to move forward with this event and were ready to let this event go. He expressed his appreciation to staff and ones married to staff that are involved with this event for all their hard work they put into this event. He feels this year was still a success. He stated it was a sold to us as a regional event, but how is someone in San Ramon going to get excited about a Pleasant Hill event. He wants to look at this opportunity to do something fun and new. Shess said that Blues and Brews is right after this event. He feels that Blues and Brews has potential to do a lot more with that event or maybe do a fun fall event. He does not want to support this event again and let’s open this up for new opportunities.

Board Chair Glover said that the numbers show a decline, but reviewed the report and said it actually went up in 2016 and 2017. His question is what if we had an afternoon event and kept the same time, what would have been the results. He does not feel this should be the last year for the event. He stated putting more resources into the Blues and Brews event, it can be a more successful. He is not prepared to give this event up and make that decision. He would like to see what other potential events there are. Board Member Pierce would like to see what staff is working on for potential events as well. General Manager Lacy summed up the discussion and stated the Board would like to see other potential event ideas and she can bring that back to a future meeting. She commented that this should not hold up the budget and this can be added later. The Board decided to hold off on any decisions at this time.

PUBLIC HEARING

a. Presentation and Review of Proposed Amendments to 2017/18 and 2018/19 operating budget (ATTACHMENT E)

General Manager Lacy stated that the Board passed a two year budget, so they will be amending the budget and will adopt the amendments to the budget. She gave a presentation reviewing the future forecast and stated she anticipates surplus in 2018 and 2019. She is anticipating adding long term debt for the Oak Park Property purchase and development beginning in 2020. She stated the Board has not decided on how it will purchase the property and what funding will be used. If the long term debt was removed, there will still be a deficit in 2021 of \$7,865 and in 2022, \$94,940 based on a \$3 million price. She included a wages and benefit comparison and from the amended budget which is a decrease by one percent in wages and benefits with a 3% Cost-of-Living Adjustment (COLA) included. Lacy continued to review the amendments and answered some questions from the Board. The concern for the Board was whether to include a COLA knowing the potential future costs of long term debt.

General Manager Lacy stated that the purchase of the Granicus software was considered to assist in board meetings and is included in the budget, but if the Board wants to hold off on this, she can remove this item from the budget.

Board Member Bonato asked when the Budget Summit will be and can they have it before they take on the long term debt. Lacy said a Budget Summit would be this fall. The Master Plan should be completed before the next two year budget approval. The Board had further discussion on COLA and Granicus. The majority of the Board agreed to award the employees with a cost of living increase, but the amount could not be decided, either 2% or 3%. General Manager Lacy reviewed the Board’s consensus. She will take out Granicus, keep the long term debt in the budget and provide a budget with 2% COLA and another budget with a 3% COLA for Board consideration. The final amended budget will return to the Board for approval at its next regular meeting.

VERBAL REPORT FROM COMMITTEE CHAIR AND OPPORTUNITY TO SET MEETING DATES

- a. Land and Facilities Development Committee – TBD
- b. Personnel Committee – TBD
- c. Budget & Finance Committee – TBD
- d. Program Committee – July 9, 6:00 p.m.
- 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 had nothing to report.

Ortega made the following announcements/questions:

- She had a question about the Master Plan survey and asked did the link go out and if the Consultants hit their target. General Manager Lacy said yes, they did hit their target and it did go out.

Bonato made the following announcements/questions:

- She expressed her appreciation of Don Flaskerud who was very instrumental in all aspects of our community.

Glover made the following announcements/questions:

- He wanted to send a congratulations to Supervisor Karen Mitchoff.

ADJOURNMENT

Board Chair Glover adjourned the meeting at 9:25 p.m. in honor of Shell White, a past Pleasant Hill Police Chaplain and Pastor of St. Anthony's Presbyterian Church in Pleasant Hill.

Michelle Lacy, Clerk of the Board